



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

NOTICE

JOINT MEETING OF THE VILLAGE BOARD COMMITTEE OF THE WHOLE & COMMITTEES

MONDAY, DECEMBER 1, 2025 AT 6:45 PM

Village Hall Council Room
250 Williams Street
Williams Bay, WI 53191

AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

I. Village Board Committee of the Whole (2 min)

- a. Call to Order
- b. Roll Call
- c. Meeting Decorum. *According to Robert's Rules of Order, meeting decorum means maintaining respectful and orderly behavior during a discussion, including addressing the chair to speak, staying relevant to the topic at hand, avoiding personal attacks, and generally adhering to courteous conduct while debating issues; essentially, ensuring that discussions are focused and civil, with only one person speaking at a time when recognized by the chair. Violators of meeting decorum will be excused from the meeting.*
- d. Joint Village Board Committee of the Whole & Committees Meeting Minutes of November 3, 2025

II. Ad-hoc Tree Preservation Committee Report - Umans, Russell (5 min.)

- a. Discussion and Possible Action on Moving \$4,500 from Public Works 2025 Budget to the Ad-hoc Tree Enhancement Committee

III. Water & Sewer Committee – Umans, Russell, Bartholomew (10 min)

- a. Call to Order
- b. Roll Call
- c. Village Engineers Report
- d. Adjourn

IV. Protective Services Committee – Vlach, Umans, Franzen (50 min)

- a. Call to Order
- b. Roll Call
- c. Discussion and Possible Action on Request for Temporary Road Closures for The Lake Geneva Marathon October 2026
- d. Discussion and Possible Action on Location of Emergency Medical Services (EMS) Temporary Housing Unit

- e. Discussion and Possible Action on Approving the Child Safety Zone Map as Required by Ordinance 299
- f. Discussion and Possible Action on the Evaluation of Applications for Class "B" Beer and "Class B" Liquor License (Two Applications received and one license available)
- 1. Class "B" Beer and "Class B" Liquor Application from Women's Leadership Center at Williams Bay NFP
- 2. Class "B" Beer and "Class B" Liquor Application from Big Daddy's LLC (d/b/a Daddy Maxwells)
- g. Discussion and Possible Action on an Application for Temporary Class "B"/"Class B" Retailer's License for Women's Civic League for the Chili Cook Off on Saturday February 7, 2026
- h. Fontana Emergency Medical (EMS) Monthly Numbers
- i. Williams Bay Police Chief's Monthly Report
- j. Discussion and Possible Action on the Village of Williams Bay Police Union Agreement for Years 2026-2028
- k. Discussion and Possible Action of Conditional Offer for Lieutenant Position
- l. Williams Bay Police Department Monthly Numbers
- m. Adjourn

V. Streets & Highways Committee – Bartholomew, Vlach, Wright (15 min)

- a. Call to Order
- b. Roll Call
- c. Discussion and Possible Action on Request for Temporary Road Closures for The Lake Geneva Marathon October 2026
- d. Membership Application for Wisconsin Economic Development Connect Communities — *Update*
- e. Adjourn

VI. Parks & Lakefront Committee – Russell, Wright, Franzen (30 min)

- a. Call to Order
- b. Roll Call
- c. Discussion and Possible Action on Moving \$4,500 from Public Works 2025 Budget to the Ad-hoc Tree Enhancement Committee
- d. Discussion and Possible Action on Bids for Village Piers Annual Installation, Removal and Repairs
- e. Discussion and Possible Action on Location of Emergency Medical Services (EMS) Temporary Housing Unit
- f. Discussion and Possible Action on Participation in Village 250th Anniversary Events - July 4, 2026
- g. Adjourn

VII. Building, Zoning & Ordinance Committee – Franzen, Vlach, Russell (10 min)

- a. Call to Order
- b. Roll Call
- c. Building, Zoning & Ordinances (BZO) Committee Meeting Minutes of November 5, 2025
- d. Discussion and Possible Action on Building Inspectional Services Contract
- e. Short-Term Rental / Tourist Rooming House Ordinance Changes - *Informational Update*
- f. Adjourn

VIII. Finance & Personnel Committee – Wright, Umans, Bartholomew (30 min)

- a. Call to Order

- b. Roll Call
- c. Discussion and Possible Action on Moving \$4,500 from Public Works 2025 Budget to the Ad-hoc Tree Enhancement Committee
- d. Discussion and Possible Action on the Village of Williams Bay Police Union Agreement for Years 2026-2028
- e. Discussion and Possible Action on Insurance Policy Renewals With League Of Wisconsin Municipalities Mutual Insurance Company (LWMMIC) And R&R Insurance For Year 2026
- f. Discussion and Possible Action on A Proposal from Civic Plus for Village Website Updates, Including Accessibility
- g. Discussion and Possible Action Authorizing The Disposal Of Certain Surplus Personal Property Owned By The Village Of Williams Bay
- h. Discussion and Possible Action Authorizing the Village President or Village Administrator to Sign All Documents Necessary to Facilitate the Closing on the Purchase of 121 N. Elkhorn Road
- i. Discussion and Possible Action to Extend a Conditional Offer for the Police Lieutenant position
- j. Adjourn

IX. Village Board Committee of the Whole (10 min)

- a. Possible Action on Matters Discussed in Committee (Village Board Committee of the Whole)
- 1. Discussion and Possible Action on an Application for Temporary Class "B"/"Class B" Retailer's License for Women's Civic League for the Chili Cook Off on Saturday February 7, 2026
- 2. R-76-25 Resolution Authorizing Insurance Policy Renewals With League Of Wisconsin Municipalities Mutual Insurance Company (LWMMIC) And R&R Insurance For Year 2026
- 3. R-78-25 Resolution Authorizing the Village President or Village Administrator to Sign All Documents Necessary to Facilitate the Closing on the Purchase of 121 N. Elkhorn Road
- 4. Discussion and Possible Action to Extend a Conditional Offer for the Police Lieutenant Position
- b. Adjournment

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.

Posted: 11/26/2025 5:00 PM



VILLAGE OF WILLIAMS BAY

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Phone: 262-245-2700

UNOFFICIAL MINUTES JOINT MEETING OF THE VILLAGE BOARD COMMITTEE OF THE WHOLE & COMMITTEES

**MONDAY, NOVEMBER 3, 2025 AT 6:45 PM
VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191**

I. Village Board Committee of the Whole

a. Call to Order

President Jaramillo called the meeting to order at 06:58pm.

b. Roll Call

Present: President Adam Jaramillo, Trustees George Vlach, Robert Umans, Steven Russell, Mary Bartholomew, Susan Franzen and Lowell Wright (Via Teams)

Also Present: Administrator David Lothspeich, Village Attorney Mark Schroeder, Police Chief Justin Timm, Village Engineer Doug Snyder, Williams Bay Fire Chief Doug Smith, Williams Bay EMS Captain Richard Gluth, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Library Director Joy Schnupp, Treasurer Jennifer Wiese, Clerk Tina Kolls

- c.** Meeting Decorum. *According to Robert's Rules of Order, meeting decorum means maintaining respectful and orderly behavior during a discussion, including addressing the chair to speak, staying relevant to the topic at hand, avoiding personal attacks, and generally adhering to courteous conduct while debating issues; essentially, ensuring that discussions are focused and civil, with only one person speaking at a time when recognized by the chair. Violators of meeting decorum will be excused from the meeting.*

d. Joint Village Board Committee of the Whole & Committees Meeting Minutes of October 6, 2025

The motion to approve the Joint Village Board Committee of the Whole & Committees Meeting Minutes of October 6, 2025 was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

II. Ad-hoc Tree Preservation Committee Report - Umans, Russell (5 min.)

a. Request to Extend The Ad-Hoc Tree Enhancement Committee for Two (2) Years or Establish as a Stand-Alone Committee

The motion to recommend Village Board approval of the Request to Extend the Ad-Hoc Tree Enhancement Committee for One Year ending June 2026 with the intent to Establish as a Stand-Alone Committee to make it permanent was initiated by President Jaramillo and seconded by Trustee Russell. Unanimously carried.

The amended motion to recommend Village Board approval of the Request to Extend the Ad-Hoc Tree Enhancement Committee for One Year ending June 2026 with exploring the intent to Establish as a Stand-Alone Committee making it permanent was initiated by President Jaramillo and seconded by Trustee Russell. Unanimously carried.

III. Streets & Highways Committee – Bartholomew, Vlach, Wright (15 min.)

a. Call to Order

Chairman Trustee Bartholomew called the meeting to order at 07:07pm.

b. Roll Call

Present: Trustees Bartholomew, Vlach and Wright (Via Teams)

Also Present: President Jaramillo, Trustees Umans, Russell and Franzen, Administrator Lothspeich, Village Attorney Schroeder, Police Chief Timm, Village Engineer Snyder, Williams Bay Fire Chief Smith, Williams Bay EMS Captain Gluth, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

c. Discussion and Possible Action on 2024 Street Rehabilitation Project Change Order(s)

The motion to table the 2024 Street Rehabilitation Project Change Order(s) was initiated by Trustee Bartholomew and seconded by Trustee Vlach. Unanimously carried.

d. Discussion and Possible Action on Approving Roadway Classification Changes

The motion to recommend Village Board approval of the Roadway Classification Changes was initiated by Trustee Vlach and seconded by Trustee Wright. Unanimously carried.

e. Downtown Master Plan & Downtown Economic Development Plan Update - *Informational*

Trustee Bartholomew gave a brief update on the Master Plan & Downtown Economic Development Plan.

f. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Wright at 07:11pm. Unanimously carried.

IV. Protective Services Committee – Vlach, Umans, Franzen (45 min.)

a. Call to Order

Chairman Trustee Vlach called the meeting to order at 07:11pm.

b. Roll Call

Present: Trustees Vlach, Umans, and Franzen

Also Present: President Jaramillo, Trustees Bartholomew, Russell and Wright (Via Teams), Administrator Lothspeich, Village Attorney Schroeder, Police Chief Timm, Village Engineer Snyder, Williams Bay Fire Chief Smith, Williams Bay EMS Captain Gluth, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

c. Discussion and Possible Action on Potential Temporary EMS Quarters Located Immediately East of the Williams Bay Fire Station

The motion to recommend Finance & Personnel Committee approval of Potential Temporary EMS Quarters by Adrenaline Homes with the location to be determined at a later date was initiated by Trustee Vlach and seconded by Trustee Umans. Unanimously carried.

d. Discussion and Possible Action on Expansion of Police Department Space into the Current Administrative Offices and the Acquisition of the First National Bank and Trust Property (WOP 00005) for the Consolidation of Administrative Offices from Village Hall and Other Village Offices and Operations.

The motion to recommend Finance & Personnel Committee approval of the Expansion of Police Department Space into the Current Administrative Offices and the Acquisition of the First National Bank and Trust Property (WOP 00005) for the Consolidation of Administrative Offices from Village Hall and Other Village Offices and Operations was initiated by Trustee Vlach and seconded by Trustee Franzen. Unanimously carried.

e. Fontana Emergency Medical (EMS) Monthly Numbers

The Committee reviewed the Fontana Emergency Medical (EMS) Monthly Numbers.

f. Williams Bay Police Chief's Monthly Report

Police Chief Timm gave the Police Chief's Monthly Report. The highlights were:

- Interviews are set to begin Monday 11/10/2025 for the new officer. There is a good set of applicants.

- The job posting for the Lieutenant position closes on Monday 11/10/2025.
- Toys for Tots box will be set up outside the Police Department. Please donate if you can.
- Trick-or-Treat went well.
- Kishwaukee hunting will run from November 1 through December 31. You need to apply with the Police Department. Hunting hours are limited.

g. Williams Bay Police Department Monthly Numbers

The Committee reviewed the Williams Bay Police Department's monthly numbers.

h. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Franzen at 08:05pm. Unanimously carried.

V. Building, Zoning & Ordinance Committee – Franzen, Vlach, Russell (10 min.)

a. Call to Order

Chairman Trustee Franzen called the meeting to order at 08:05pm.

b. Roll Call

Present: Trustees Franzen, Vlach and Russell

Also Present: President Jaramillo, Trustees Umans, Bartholomew and Wright (Via Teams) , Administrator Lothspeich, Village Attorney Schroeder, Police Chief Timm, Village Engineer Snyder, Williams Bay Fire Chief Smith, Williams Bay EMS Captain Gluth, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

c. Discussion and Possible Action on An Ordinance Renumbering Sections 128-8 and Creating Section 128-8 of the Code of Ordinances Regulating Licenses for the Sale of Alcohol Beverages. *Establishing standards for renewal of unused liquor licenses*

The motion to recommend Village Board approval of an Ordinance Renumbering Sections 128-8 and Creating Section 128-8 of the Code of Ordinances Regulating Licenses for the Sale of Alcohol Beverages. *Establishing standards for renewal of unused liquor licenses* was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

d. Discussion and Possible Action on Ordinance #2025-13 An Ordinance Amending Sections 308-7a. (1), 308-8a. (1) And 308-9 Of The Code Of Ordinances Of The Village Of Williams Bay Regulating Solid Waste And Recycling. *Amending the Village Recycling Ordinance in Compliance With The Wisconsin Department of Natural Resources (WDNR) Revised Administrative Code*

The motion to recommend Village Board approval of Ordinance #2025-13 An Ordinance Amending Sections 308-7a. (1), 308-8a. (1) And 308-9 Of The Code Of Ordinances Of The Village Of Williams Bay Regulating Solid Waste And Recycling. *Amending the Village Recycling Ordinance in Compliance With The Wisconsin Department of Natural Resources (WDNR) Revised Administrative Code* was initiated by Trustee Russell and seconded by Trustee Vlach. Unanimously carried.

e. Adjourn

The motion to adjourn was initiated by Trustee Franzen and seconded by Trustee Vlach at 08:19pm. Unanimously carried.

VI. Parks & Lakefront Committee – Russell, Wright, Franzen (10 min.)

a. Call to Order

Chairman Trustee Russell called the meeting to order at 08:19pm.

b. Roll Call

Present: Trustees Russell, Franzen and Wright (Via Teams)

Also Present: President Jaramillo, Trustees Bartholomew, Umans, and Vlach, Administrator Lothspeich, Village Attorney Schroeder, Police Chief Timm, Village Engineer Snyder, Williams Bay Fire Chief Smith, Williams Bay EMS Captain Gluth, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

c. Discussion and Possible Action on A Request by The World's Largest Christmas Tree to Temporarily Locate A Glass Recycling Dumpster in the Village Boat Rigging Area (WWUP 00049)

The motion to recommend Village Board approval of A Request by The World's Largest Christmas Tree to Temporarily Locate A Glass Recycling Dumpster in the Village Boat Rigging Area (WWUP 00049) was initiated by Trustee Russell and seconded by Trustee Franzen. Unanimously carried.

- d. Discussion and Possible Action on Village Boat Slip Lease Rates, Kayak Rental Rates and Boat Ramp Rates for 2026

The motion to recommend Village Board approval of Village Boat Slip Lease Rates, Kayak Rental Rates and Boat Ramp Rates for 2026 was initiated by Trustee Russell and seconded by Trustee Franzen. Unanimously carried.

- e. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Franzen at 08:24pm. Unanimously carried.

VII. Water & Sewer Committee – Umans, Russell, Bartholomew (30 min.)

- a. Call to Order

Chairman Trustee Umans called the meeting to order at 08:24pm.

- b. Roll Call

Present: Trustees Umans, Russell, and Bartholomew

Also Present: President Jaramillo, Trustees Vlach, Franzen and Wright (Via Teams), Administrator Lothspeich, Village Attorney Schroeder, Police Chief Timm, Village Engineer Snyder, Williams Bay Fire Chief Smith, Williams Bay EMS Captain Gluth, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

- c. Discussion and Possible Action on the Draft Water & Sewer Budget for 2026

The motion to recommend Village Board approval of the Draft Water & Sewer Budget for 2026 was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

- d. Discussion and Possible Action on Creating and Advertising the New Position of Water & Sewer Utilities Supervisor

The motion to recommend Village Board approval of Creating and Advertising the New Position of Water & Sewer Utilities Supervisor was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

- e. Discussion and Possible Action on Proposal from *ECS Midwest, LLC* for Subsurface Exploration and Geotechnical Engineering (Soil Borings) Services Sanitary Sewer Replacement Walworth Road & Lackey Drive. Base service (\$4,248) with the optional Private Utility Locate (\$675) for a total cost of \$4,923 To Be Paid From Borrowed Funds

The motion to recommend Finance & Personnel Committee approval of a Proposal from *ECS Midwest, LLC* for Subsurface Exploration and Geotechnical Engineering (Soil Borings) Services Sanitary Sewer Replacement Walworth Road & Lackey Drive. Base service (\$4,248) with the optional Private Utility Locate (\$675) for a total cost of \$4,923 but not to exceed \$6,000 To Be Paid From Borrowed Funds was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

- f. Village Engineers Report

Village Engineer Snyder gave the Engineer's Report. The highlights included brief updates on:

- STH 67 Reconstruction East-West Section
- Women's Leadership Center
- Water Plant Letter Flood Map Revision (LOMR) Assistance
- Corrosion Control Study - Improvements to Water Plant
- Street Rehabilitation Program
- Harris Road Lift Station (LS 3) Replacement
- Well 2 Pump Replacement/Well 3 Pump Replacement
- Park Place CSM
- Preserve Development - Former GW College
- East Geneva Street Canyon Development - Former Levar

- Willabay Meadows Subdivision - Final Development Plan
- Sanitary Sewer Replacement
- Bailey Estates - Drainage Dedication and Phase 6

g. Water Rate Increase Implementation and Proration - *Informational*

Trustee Umans provided information regarding the Water Rate Increase Implementation and Proration.

h. Water Tower Loan Final Payoff Amount \$323,520. *Informational.*

Trustee Umans provided information regarding the final payoff of the Water Tower Loan in the amount of \$323,520.

i. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Russell at 08:49pm. Unanimously carried.

VIII. Finance & Personnel Committee – Wright, Umans, Bartholomew (20 min.)

a. Call to Order

Chairman Trustee Wright called the meeting to order at 08:49pm.

b. Roll Call

Present: Trustees Wright (Via Teams, Umans, and Bartholomew

Also Present: President Jaramillo, Trustees Vlach, Russell, and Franzen, Administrator Lothspeich, Village Attorney Schroeder, Police Chief Timm, Village Engineer Snyder, Williams Bay Fire Chief Smith, Williams Bay EMS Captain Gluth, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

c. Discussion and Possible Action on 2024 Street Rehabilitation Project Change Order(s)

This item was tabled. No action taken.

d. Discussion and Possible Action on Proposal from *ECS Midwest, LLC* for Subsurface Exploration and Geotechnical Engineering (Soil Borings) Services Sanitary Sewer Replacement Walworth Road & Lackey Drive. Base service (\$4,248) with the Optional Private Utility Locate (\$675) for a total cost of \$4,923 To Be Paid From Borrowed Funds

The motion to recommend Village Board approval of a Proposal from *ECS Midwest, LLC* for Subsurface Exploration and Geotechnical Engineering (Soil Borings) Services Sanitary Sewer Replacement Walworth Road & Lackey Drive. Base service (\$4,248) with the Optional Private Utility Locate (\$675) for a total cost of \$4,923 but not to exceed \$6,000 To Be Paid From Borrowed Funds was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

e. Discussion and Possible Action on An Agreement with TowerCom for Installation of a New 175' Cellular Communications Monopole on the Village Water Tower Property WHV 00060 & WHV 00061 (Potawatomi Road). *Subject to Required Zoning Approvals.*

The motion to recommend Village Board approval of an Agreement with TowerCom for Installation of a New 175' Cellular Communications Monopole on the Village Water Tower Property WHV 00060 & WHV 00061 (Potawatomi Road). *Subject to Required Zoning Approvals.* was initiated by Trustee Bartholomew and seconded by Trustee Umans. Trustee Bartholomew No. Motion carries.

f. Discussion and Possible Action on Establishing Salaries and Expense Reimbursement Levels of Village President and Village Trustees for 2026

The motion to recommend Village Board approval of Establishing Salaries and Expense Reimbursement Levels of Village President and Village Trustees for 2026 was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

g. Discussion and Possible Action of Approving Salaries and Wages for 2026

The motion to recommend Village Board approval of Salaries and Wages for 2026 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

h. Adjourn

The motion to the Adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

IX. Village Board Committee of the Whole (30 min.)

a. Possible Action on Matters Discussed in Committee (Village Board Committee of the Whole)

1. Resolution R-68-25 Authorizing 2024 Street Rehabilitation Project Change Order(s)

This item was tabled. No action taken.

- 2. Resolution R-62-25 Authorizing A Proposal from *ECS Midwest, LLC* for Subsurface Exploration and Geotechnical Engineering (Soil Borings) Services Sanitary Sewer Replacement Walworth Road & Lackey Drive. Base service (\$4,248) with the optional Private Utility Locate (\$675) for a total cost of \$4,923 To Be Paid From Borrowed Funds**

The motion to approve Resolution R-62-25 Authorizing A Proposal from *ECS Midwest, LLC* for Subsurface Exploration and Geotechnical Engineering (Soil Borings) Services Sanitary Sewer Replacement Walworth Road & Lackey Drive. Base service (\$4,248) with the optional Private Utility Locate (\$675) for a total cost of \$4,923 but not to exceed \$6,000 To Be Paid From Borrowed Funds was made by Committee, no second required. Unanimously carried.

- b. Closed Session.** Closed session pursuant to Wis. Stat. Sec. 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Canyon Development, LLC Development Agreement commonly known as Hanson's Addition

The motion to enter into Closed session pursuant to Wis. Stat. Sec. 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Canyon Development, LLC Development Agreement commonly known as Hanson's Addition was initiated by Trustee Umans and seconded by Trustee Franzen.

Votes:

Yes: President Jaramillo, Trustees Bartholomew, Umans, Wright, Vlach, Russell, Franzen

No: None

Abstain: None

Result: Passes

- c. Open Session.** Return to open session

The motion to return to open session was initiated by Trustee Umans and seconded by Trustee Franzen at 08:57pm. Unanimously carried.

No action was taken on the following items.

1. Discussion and Possible Action on Resolution R-63-25 Approving Developer's Agreement with SG2 Investments, LLC (Hanson's Addition Subdivision - WHA 0001, 0002, 0003, 0004, 0005, 0006)
2. Discussion and Possible Action on Resolution R-57-25 Vacating the East Half of Hanson Street and All of 16.5 Foot Alley Shown on Hanson's Addition to Williams Bay

APPLICANT: Steve Greenberg, SG Investments, LLC (Owner).

TAX KEYS: WHA00003; WHA 00002; WHA 00001; WHA00004; WHA00005; WHA00006

STREET ADDRESS: North Side of E. Geneva St, Between Willabay Drive and Potawatomi Street, Williams Bay, WI 53191

APPLICATION: Right of Way Vacation for a lot line adjustment, to decrease the number of lots on the Land from fourteen (14) to five (5) and to develop those lots for single-family homes

- d. Adjournment**

The motion to adjourn was initiated by Trustee Bartholomew and seconded by Trustee Russell at 08:57pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

These are not official Minutes until approved by the Governing Body.

From: Robert Umans <rumans@vi.williamsbay.wi.gov>

Sent: Thursday, November 20, 2025 1:40 PM

To: David Lothspeich <admin@vi.williamsbay.wi.gov>; Tina Kolls <clerk@vi.williamsbay.wi.gov>

Subject: COW & VB Agenda December 1st meeting

Dave, Tina,

Please include on subject agenda the following item for the Ad Hoc Tree Enhancement Committee, The Finance & Personnel Committee, The Parks & Lakefront Committee, and the Village Board:

- Discussion and Possible Action to transfer from 100-56130-000 Tree Enhancement \$4,500 to the Ad Hoc Tree Enhancement Committee. Note that the General Fund has a 2025 Budget of \$8,500 for account 100-56130-000 Tree Enhancement. Year to Date expenses are \$1,566.38, which leaves \$6,933.62 of available monies. Public Works director Wayne Edwards verbally advised me that he has no plans to spend any additional monies for tree enhancement in the remainder of this year.

Thanks,
Rob Umans

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-68-25**

**A RESOLUTION OF THE VILLAGE BOARD OF WILLIAMS BAY
RE-ESTABLISHING THE AD HOC TREE ENHANCEMENT COMMITTEE**

WHEREAS, the Village of Williams Bay is a Tree City USA Community and has adopted ordinance and policies to protect existing trees and provide for replacement trees; and

WHEREAS, on June 17, 2024 the Village Board approved Resolution R-40-24 creating the Ad Hoc Tree Enhancement Committee to consider and provide recommendations to the Board for the planting and replacement of trees within the Village for a period of two (2) years; and

WHEREAS, the Village Board wishes to re-establish the Ad Hoc Tree Enhancement Committee;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Williams Bay, as follows:

1. **Recitals.** The above recitals are true and correct and incorporated herein by reference.

2. **Ad Hoc Tree Enhancement Committee.** The Ad Hoc Tree Enhancement Committee is hereby re-established as follows:

2.1 The title of the committee shall be the “Ad Hoc Tree Enhancement Committee.”

2.2 The Ad Hoc Tree Enhancement Committee shall be an ad hoc committee consisting of Five (5) members, comprised of Residents of the Village with no more than two (2) members of the Board, one (1) member of the Enhancement Committee (EC), one (1) member of the Kishwauketoe Nature Conservancy (KNC), one (1) member of the Cedar Point Homeowners Association (HOA) and assisted by any Village staff that may be required to carry out the functions of the Ad Hoc Tree Enhancement Committee.

2.3 The members of the Ad Hoc Tree Enhancement Committee shall be Village Trustee Rob Umans, Village Trustee Steve Russell, Halina Marra (EC), Donald Skalla (KNC), and William Speare (Cedar Point Park Association). The members of the Ad Hoc Tree Enhancement Committee shall select a Chairperson.

2.4 The Ad Hoc Tree Enhancement Committee may select a different Chairperson, in its discretion

2.5 The President of the Village Board shall make appointments to fill any vacancies.

2.6 The Ad Hoc Tree Enhancement Committee shall conduct itself consistent with agreed upon rules of parliamentary procedure, all applicable policies of the Village, and in accordance with Wisconsin law.

2.7 The scope of Ad Hoc Tree Enhancement Committee functions shall include: review and make recommendations to the Village Board regarding aspects of further protecting and replacing trees throughout the Village; and engaging in any other related activities as might be necessary and proper in carrying out the scope of its functions set forth herein.

2.8 No other power of the Village Board, whether express or implied, is delegated to the Ad Hoc Tree Enhancement Committee.

2.9 The Ad Hoc Tree Enhancement Committee shall meet as necessary to carry out its purpose and shall dissolve automatically by November 1, 2026 unless otherwise dissolved, or extended for an additional year, by the Village Board prior thereto.

3. No Invalidation of Prior Lawful Actions. Adoption of this Resolution shall not be construed as to invalidate any prior lawful action taken by any previously existing committee, nor any subsequent lawful action taken by the Village Board thereupon.

4. Recitals. The foregoing recitals are incorporated herein as if fully set forth.

5. **Effective Date.** The provisions of this Resolution shall take effect immediately upon adoption.

Approved by the Village Board of the Village of Williams Bay this 17th day of November 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

VILLAGE OF WILLIAMS BAY
Engineer's Report
November 25, 2025

STH 67 Reconstruction: East – West Section – Project No. 230260

- Prior meetings include the local officials on August 14, 2025, and final scoping on October 9, 2025.
- The WDOT is currently advertising for a consulting engineer for the project and revising the State Municipal Agreement (SMA)
- The WDOT plans to narrow the lanes east of Congress Street, replace the storm sewer, keep the roadway centerline where it is west of Congress Street, and remove the pavement and base to a depth of approximately 20 inches.
- The Village recently requested future pedestrian connection facilities at Constance Boulevard and Lakeview Drive. The Village also provided the 2004 Teska Streetscaping Plan to the WDOT.
- The Village's utility design is due by June 1, 2026; the preliminary survey for the utility design will be available later this winter.
- The Village should replace any non-PVC sanitary sewer laterals in the right of way to prevent the vibratory roller from damaging the clay laterals and the homeowner needing to patch the new roadway. This could be a standalone project about 6 months prior to WDOT closing the road. The cost of the sewer lateral replacement is typically special assessed against the homeowner. We may need additional televising to determine the ones that are not PVC. The WDOT does not need to know about this work until after they issue the 60 percent plans.

Women's Leadership Center – Project Number 222626

- The water main is installed and operational.
- We will issue a punch list just after final binder installation on the entire parking lot—they currently paved half of it; we need to verify the valve boxes are still straight and the valves operational.

Water Plant Letter Flood Map Revision (LOMR) Assistance—Project No. 2325347

- FEMA appears to have everything they need.
- SEWRPC will send letters to impacted residents and hold a public hearing following FEMA review.

Corrosion Control Study – Improvements to Water Plant —Project No. 211778

- The Contractor is August Winter and Sons.
- The site was paved in the last 30 days.
- This project continues to make progress; the contractor continues to work every day.
- Chlorine is planned for start-up on December 1st; the recent hold-up is the electrician.
- The booster pumps and control valves are operational, and the filter media is installed.

VILLAGE OF WILLIAMS BAY
Engineer's Report
November 25, 2025

Street Rehabilitation Program – Project No. 2400607.00

- We are still gathering information on the change order request.
- They still need to complete the punch list and submit the paperwork.
- We plan to have a revised change order at the January meetings.

Well 2 Pump Replacement /Well 3 Pump Replacement– Project Nos. 201436 / 221236

- The Contractor is Water Well Solutions, Inc.
- A change order is prepared for the work on Well 3; the equipment is several weeks out.
- The Public Works Director is coordinating the replacement of the site valve at Well 2.

Park Place CSM – Project No. 2400339

- The developer is Jack Pease/Super-Mix Aggregates
- We will observe the water main installation and street reconstruction soon.

Preserve Development – Former GW College – Project No. 2326581

- We provided comments for the first review and are meeting at staff level later today.
- The water metering station is approved by the WDNR. We need a 50-foot free standing antenna to make this building communicate with the existing SCADA.
- The Developer's architect is requesting that the building be dark in appearance to blend with the surrounding trees rather than try to match the appearance of the building at the boat launch.

East Geneva Street Canyon Development – Former Levar – Project No. 2326015

- We issued a recommendation of conditional approval in September.
- We will observe construction of the public improvements after recording the lots and easements and after developer agreement.

Willabay Meadows Subdivision – Final Development Plan – Project No. 0210482

- We issued a recommendation of conditional approval in November.
- Their current goal is to be included in the December meetings.

Former Elementary School Development – Jack Pease – Project No. 2501550

- Their concept plan showed demolition of all structures on the property and construction of a residential area with a homeowner's association. We provided direction to retain the stormwater.
- They are currently collecting data on the former fuel oil tank.

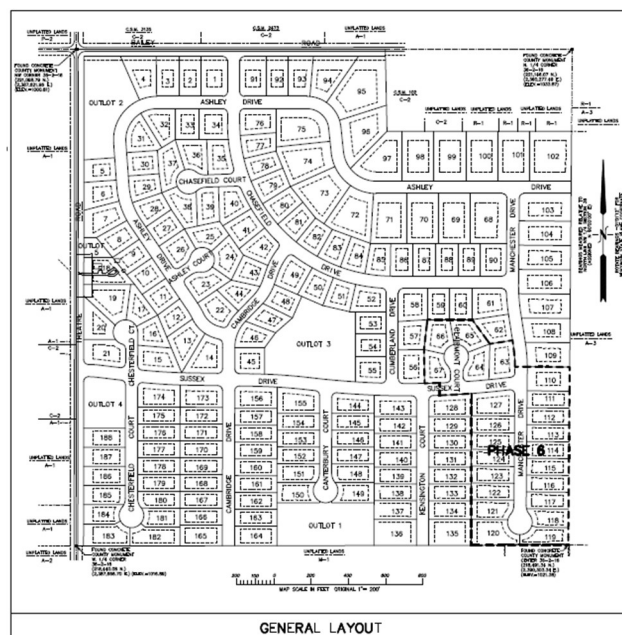
VILLAGE OF WILLIAMS BAY
Engineer's Report
November 25, 2025

Sanitary Sewer Replacement – Project No. 2501134

- The Project includes the replacement of sanitary sewer at two locations: Oakwood Street from Center Street south to mid-block and then west through existing easements to Orchard Street and the Lift Station 4 gravity sewer along the lakefront from just north of Gage Marine to Bay Shore Villas.
- Soil borings are in progress; the bid opening may wait until January to prevent conflicts with holidays and to allow contractors more time for bidding. We plan to have bids ready for action in the first meeting in February.

Bailey Estates – Drainage Dedication and Phase 6 – Project No. 0210482

- The original developer agreement for Bailey Estates contained a provision that the Village would accept the drainage features at the time of sale of a specific number of lots. Roger Gerstad put us on notice that he plans to achieve that sale in December of 2025 and will be asking for acceptance at the first meeting in January of 2026. The requested repairs to the storm sewer outlet still need to be completed.
- Utility installation began on November 24, 2025.



Phase 6

Q:\WLMSP\Admin\Monthly Reports\2025\11-2025\11-24-25.docx

From: 22 Events <22eventslive@gmail.com>

Sent: Tuesday, November 25, 2025 11:03 AM

To: David Lothspeich <admin@vi.williamsbay.wi.gov>

Cc: Justin Timm <chief@vi.williamsbay.wi.gov>; Tina Kolls <clerk@vi.williamsbay.wi.gov>; Cicily Fortin <cicilytrimpe@gmail.com>

Subject: Re: Proposed Lake Geneva Marathon - Need for Information

Thank you for the note. **Yes, we will be there on December 1st!**

Here's a quick update on our outreach with the surrounding communities:

- **Lake Geneva:** I've been in regular communication with the Police Chief and have submitted our event permit application. We're still fine-tuning our start and finish line setup, but I'm hoping to meet with the city soon.
- **Town of Linn:** Permit application submitted.
- **Fontana:** Fully approved.
- **Sheriff's Department:** We've been in touch to identify any potential trouble spots along the course, and we're hoping to ride the full route with them soon.
- **Town of Geneva:** We run a small stretch through their area and have addressed the questions they had.

As with last year, this continues to be a more involved process than any of us initially anticipated. We're still targeting an **October 2026** race date, and as things progress, we'll keep adjusting our projections—aiming to launch in 2026 and be operating at full strength by 2027.

Please let me know if you need anything else ahead of our meeting.

Derek
651.336.0177

Derek Lindstrom
Owner | Event Director
22 Events LIVE, LLC
Race & Event Management
651.336.0177

David Lothspeich

To: 22 Events
Subject: RE: Proposed Lake Geneva Marathon - Need for Information

From: 22 Events <22eventslive@gmail.com>
Sent: Wednesday, October 29, 2025 1:27 PM
To: David Lothspeich <admin@vi.williamsbay.wi.gov>
Cc: Justin Timm <chief@vi.williamsbay.wi.gov>; Tina Kolls <clerk@vi.williamsbay.wi.gov>; Cicily Fortin <cicilytrimpe@gmail.com>
Subject: Re: Proposed Lake Geneva Marathon - Need for Information

Hi Dave.

I have also attached a proposed course map: <https://www.plotaroute.com/route/2793798>

As it pertains to Williams Bay, the route brings runners against traffic on North Lake Shore Drive, before turning right onto West Geneva Street where runners will run WITH traffic on the shoulder, before jumping on the Lake Geneva Shore Path. There is a timeline included within the attached map which shows first/final runners. We have yet to work on an aid station schedule, though we will more than likely place one along the path near the boat launch.

This route would have us on Hwy 50 for 1.3 miles. We would likely want/need the right lane closed for a few hours with runners running WITH traffic. The Sheriff's Dept preferred this over crossing 50 twice. Any thoughts and/or ideas with this would be appreciated.

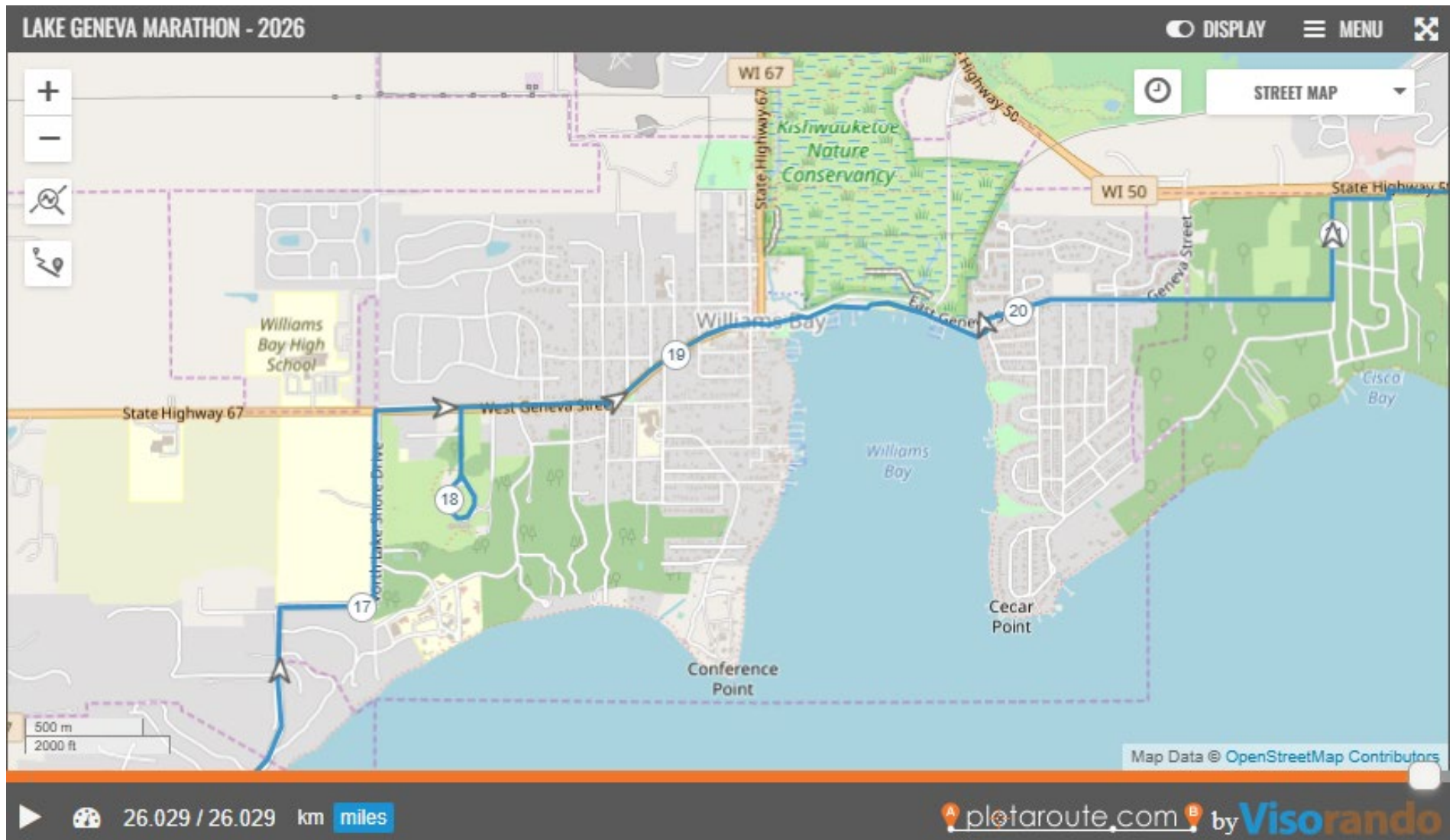
We have driven, ridden and run this loop over and over. There are a few precarious spots indeed, though nothing that we can't overcome with an abundance of volunteers and signage to ensure safety for all entrants.

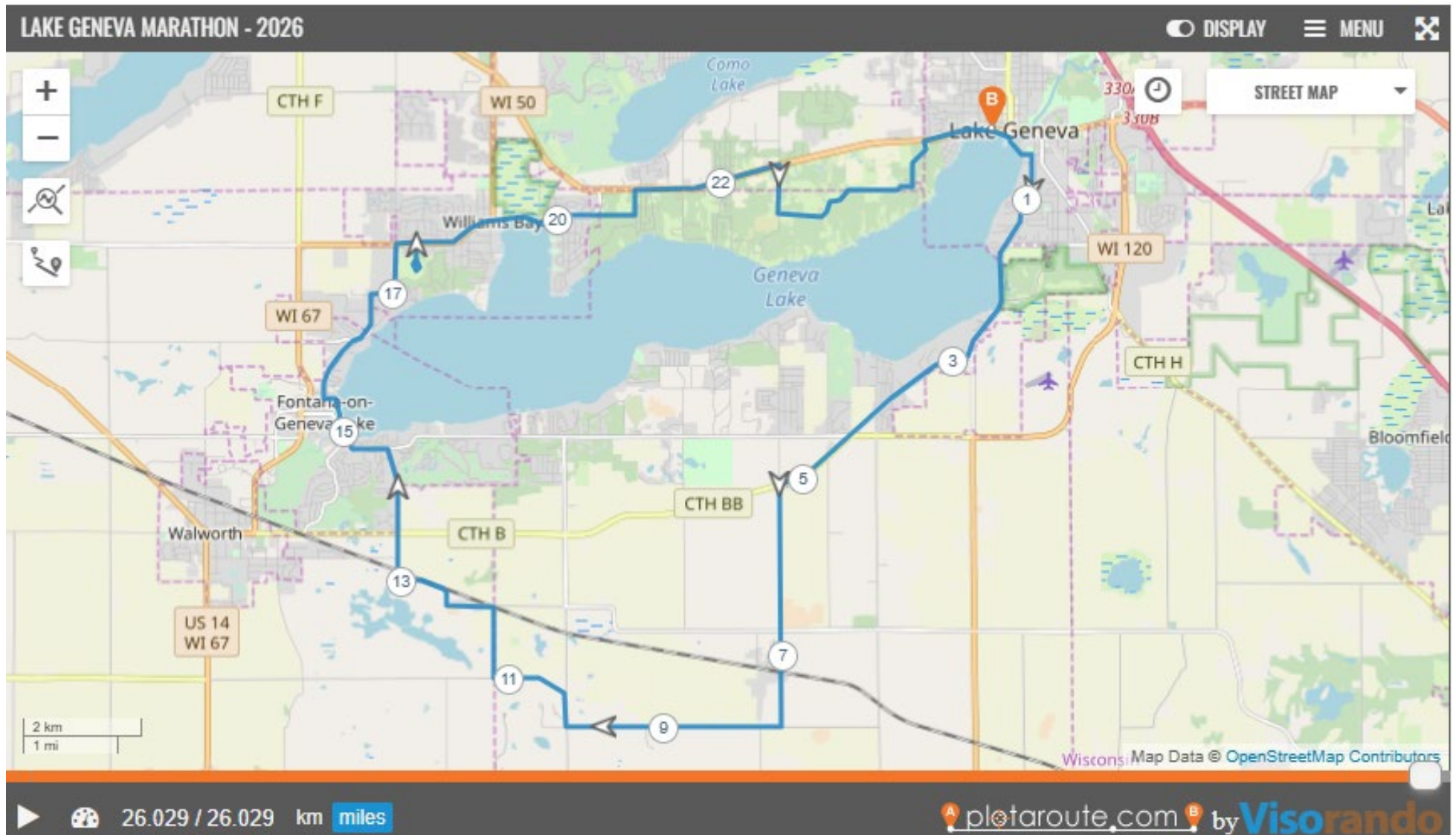
As we talk numbers, we're speculating. The old LG Marathon never really brought in a large crowd, though we believe this race could be/should be a bigger deal, though maybe we're being overly optimistic.

Need anything else from me, please reach out!

Derek
651.337.0177

Derek Lindstrom
Owner | Event Director
22 Events LIVE, LLC
Race & Event Management
651.336.0177







Lake Geneva Marathon - 2026

ROUTE INFORMATION

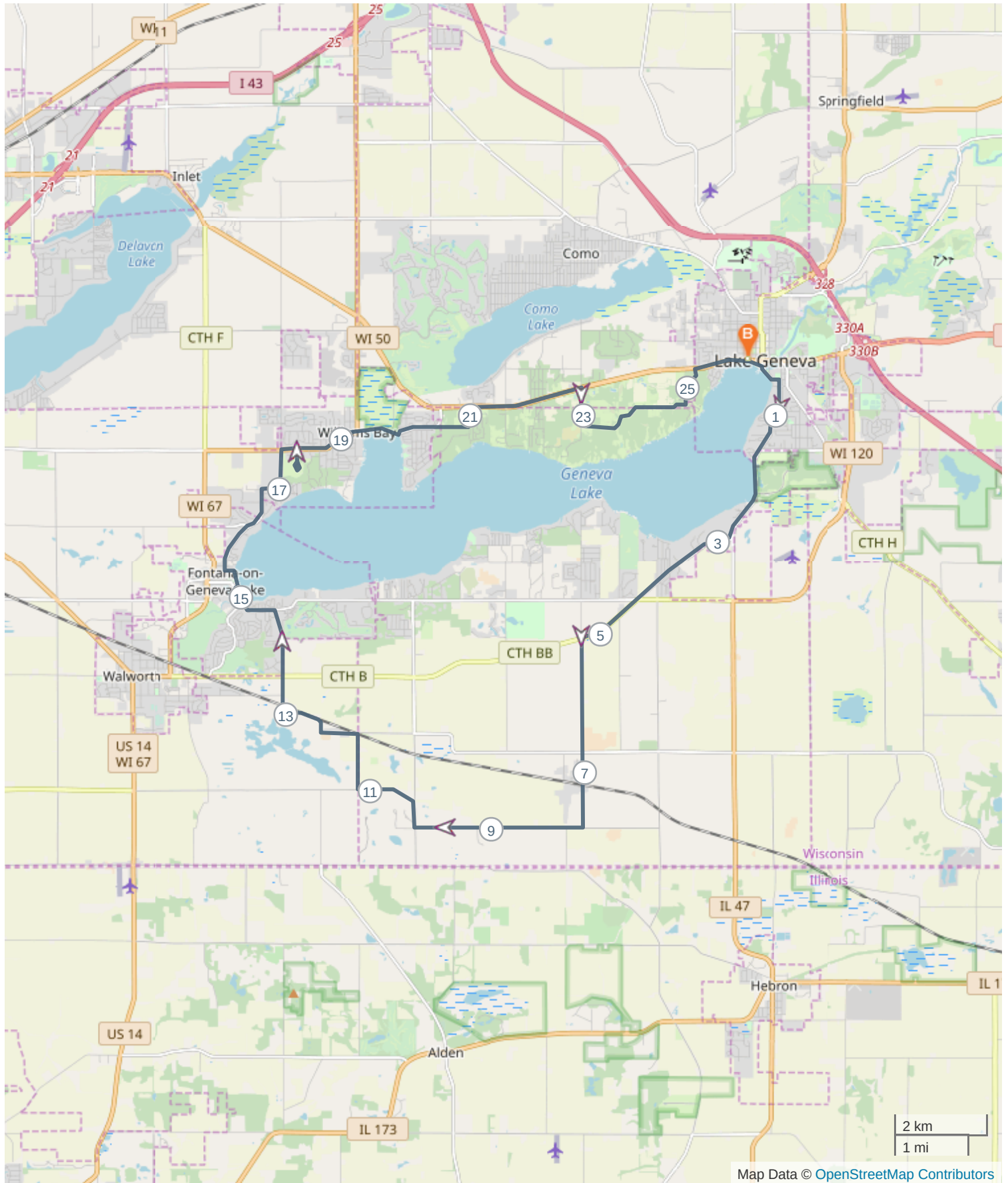


ROUTE LENGTH	26.029 miles
ASCENT	1555 ft
DESCENT	1551 ft
HILLS	⬆ 38.1% ⬇ 39.1% ➡ 22.8%
TERRAIN	Road 🏠
START	LAT: 42.591423, LNG: -88.438492



NOTES

Lake Geneva Marathon - 2026



ROUTE DIRECTIONS

No	Miles	Turn	Directions
1	0.033		Keep right
2	0.074	←	Turn left
3	0.082	→	Turn right onto Wrigley Drive
4	0.183	↗	Turn slight right onto Wrigley Drive
5	0.508	→	Turn right onto South Lake Shore Drive
6	2.622		Keep right onto South Lake Shore Drive
7	5.245	←	Turn left onto Zenda Road
8	7.754	→	Turn right onto Mohawk Road
9	10.006	→	Turn right onto Swamp Angel Road
10	10.348	←	Turn left onto Lakeville Road
11	11.128	→	Turn right onto Linn Walworth Road
12	11.850	←	Turn left onto Cobblestone Road
13	14.401	←	Turn left onto South Lake Shore Drive
14	14.890		Keep right onto South Lake Shore Drive
15	15.104	↘	Turn sharp right onto Lake Street
16	15.491	→	Turn right onto North Lake Shore Drive
17	17.536	→	Turn right onto West Geneva Street
18	17.756	→	Turn right onto Observatory Place
19	17.930	↗	Keep right onto Observatory Place
20	18.104		Keep left onto Observatory Place
21	18.187		Keep right onto Observatory Place
22	18.386	→	Turn right onto West Geneva Street
23	18.770	→	Turn right onto Stam Street
24	18.782	→	Turn right onto West Geneva Street
25	19.257	←	Turn left
26	19.372	←	Turn left
27	19.380	→	Turn right
28	19.461	←	Turn left onto Lake Geneva Shore Path
29	19.877	↙	Turn sharp left
30	19.903	→	Turn right
31	19.915	↗	Turn slight right onto East Geneva Street
32	20.328		Keep right onto Laurel Street
33	20.826	←	Turn left onto Knollwood Drive
34	21.087	→	Turn right onto Access Road
35	21.235	←	Turn left onto Cisco Road

No	Miles	Turn	Directions
36	21.259	➔	Turn right onto State Highway 50
37	22.646	➔	Turn right onto Snake Road
38	23.161	↖	Keep left onto Snake Road
39	25.305	➔	Turn right onto West Main Street
40	25.466	➔	Turn right onto Lake View Drive
41	25.960		Keep right
42	26.028	←	Turn left
43	26.029		FINISH

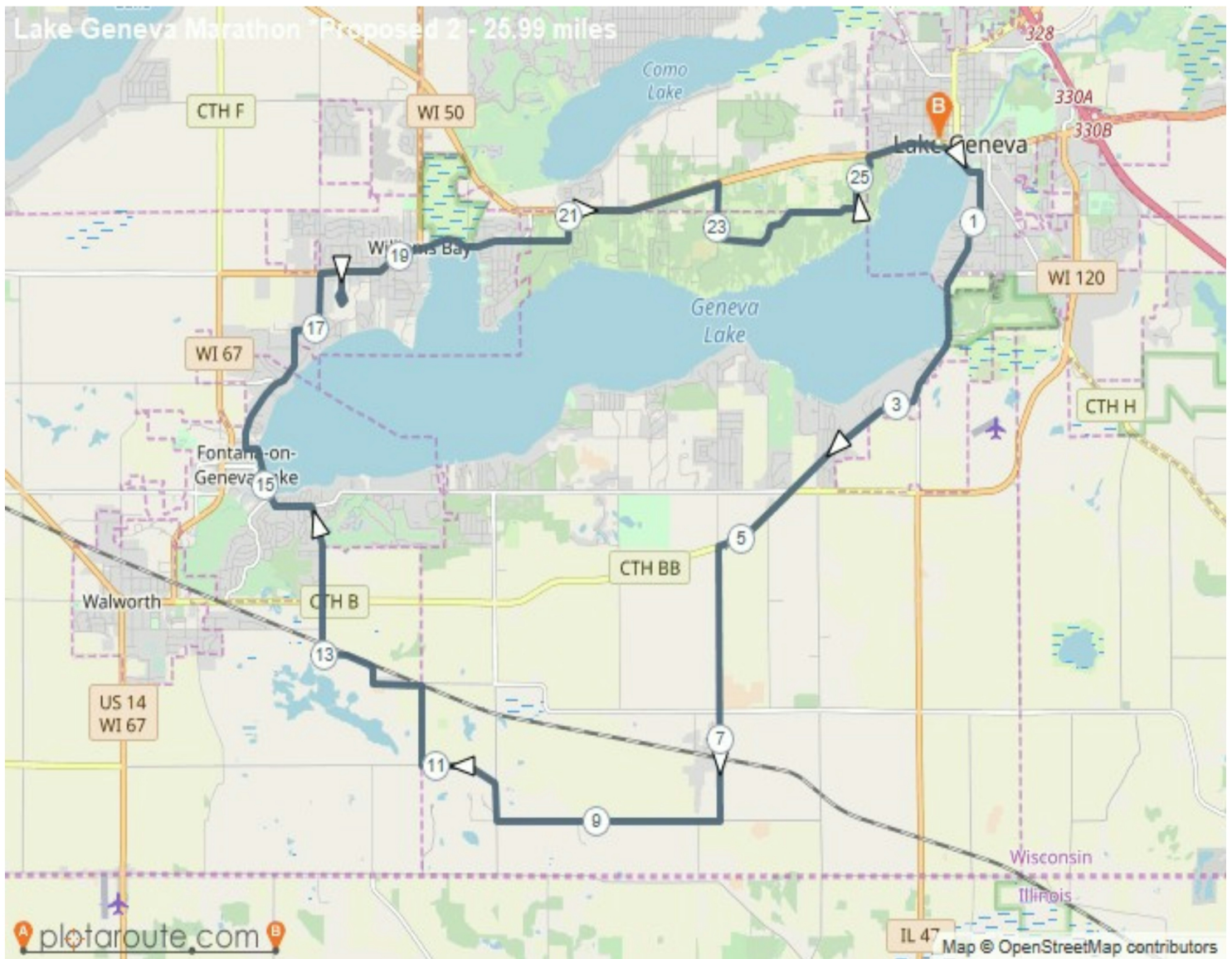


LAKE GENEVA

MARATHON | HALF MARATHON

Williams Bay

Lake Geneva Marathon | Half Marathon
Saturday, October 17th, 2026
7:30 AM Start*



*PROPOSED ROUTE – Plotaroute map address:
<https://www.plotaroute.com/route/2793798>

Mile 17.25 – North Lake Shore Drive | West Geneva St.

First runner – 9:16 am

Final runner – 12:06 pm

Mile 19.25 – West Geneva St. | Highway 67

First runner – 9:27 am

Final runner – 12:38 pm

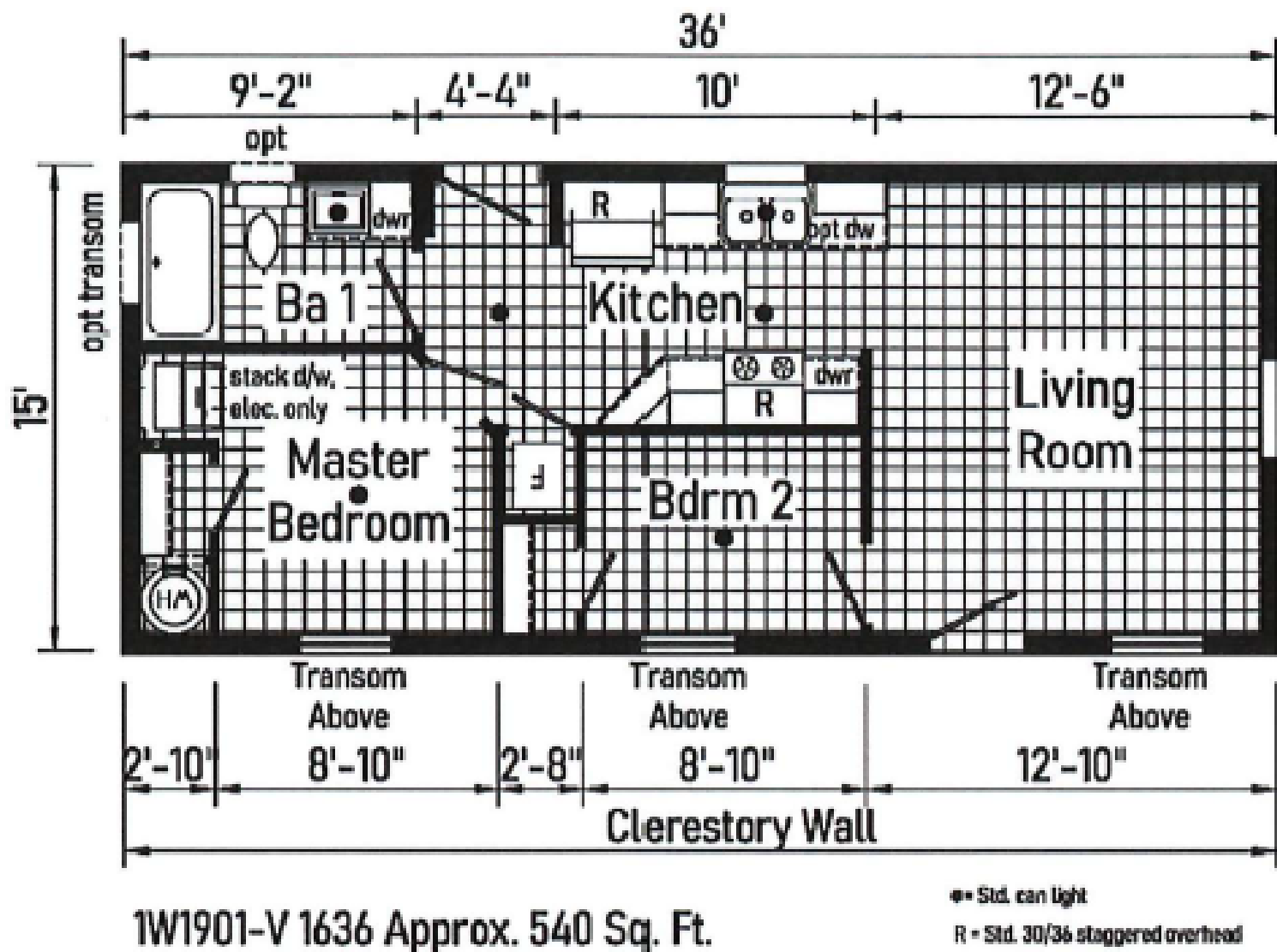
Williams Bay

Possible Locations for A Temporary EMS Quarters Housing Unit



Possible Locations for A Temporary EMS Quarters Housing Unit

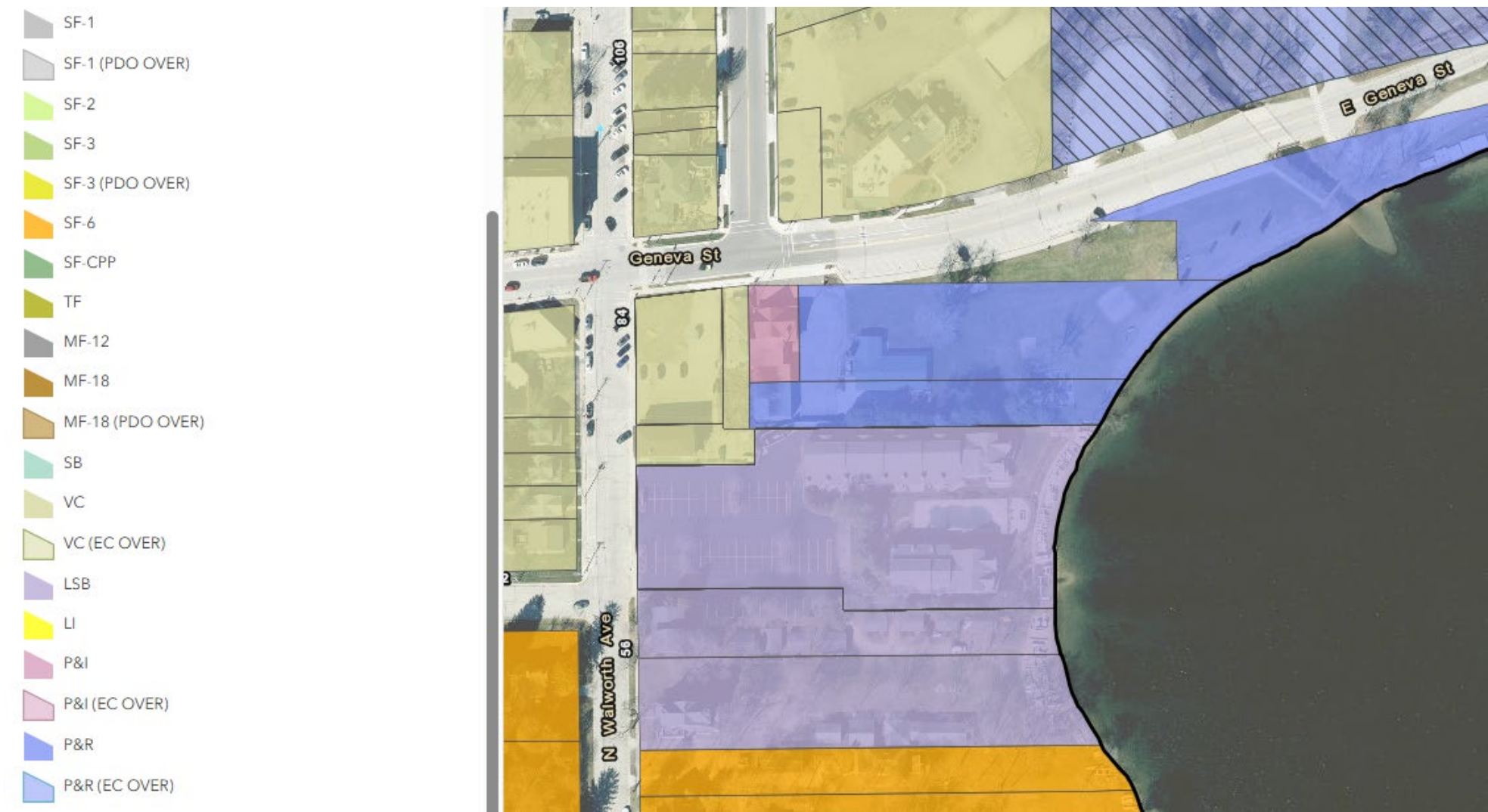
Figure.7



Williams Bay Zoning Map

WB Fire Station Property = P&I

WB Pavilion = P&R



**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-75-25**

**A RESOLUTION RE:
ANNUAL APPROVAL OF THE WILLIAMS BAY CHILD SAFETY ZONE MAP**

WHEREAS, pursuant to Chapter 299 – Sex Offenders of the Willams Bay Village Code (“**Chapter 299**”), The Village Clerk's office shall maintain an official map showing the child safety zones within the Village (“**Child Safety Zone Map**”); and

WHEREAS, pursuant to Chapter 299, the Village Clerk's office shall update the Child Safety Zone Map at least annually to reflect any changes in the location of child safety zones; and

WHEREAS, on November 6, 2023 the Building, Zoning & Ordinance Committee reviewed and recommended approval of the attached Child Safety Zone Map dated November 11, 2025; and

WHEREAS, the Village Board desires to approve the Child Safety Zone Map, as recommended for approval by the Protective Services Committee as set forth herein;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLIAMS BAY, WALWORTH COUNTY, WISCONSIN, AS FOLLOWS:

Section 1: Recitals. The recitals set forth above are incorporated as a part of this Resolution by this reference.

Section 2: Annual Approval of Child Safety Zone Map. The Village Board hereby approves the Williams Bay Child Safety Zone Map, dated November 11, 2025 and attached to this Resolution as Exhibit A, which Child Safety Zone Map is to be displayed in the office of the Village Clerk.

Section 3: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Approved by the Village Board of the Village of Williams Bay this 15th day of December 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

EXHIBIT A

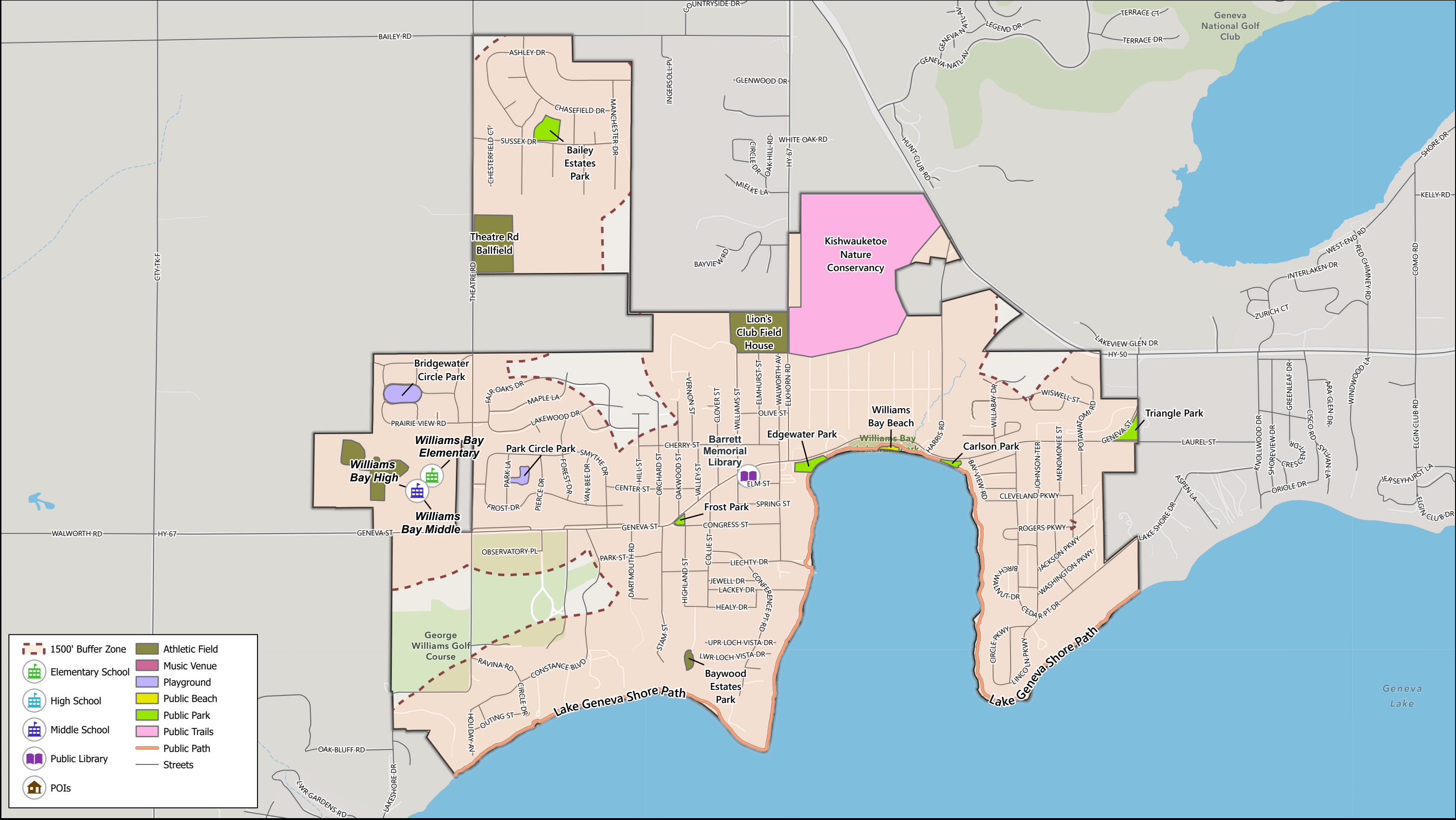
WILLIAMS BAY CHILD SAFETY ZONE MAP

(Dated November XXXXX)

CHILD SAFETY ZONES

1500' BUFFER

Village of Williams Bay
Walworth County, WI





Village of Williams Bay Police Department

PO Box 580
250 Williams Street
Williams Bay, WI 53191



Phone: 262.245.2710

Chief Justin P Timm

Fax: 262.245.2711

To: Tina Kolls; Village Clerk

From; Justin P Timm; Chief of Police

Ref: Liquor License for Women's Leadership Center

Ms. Kolls,

On November 14th 2025 I received a completed Liquor License application packet from the Women's Leadership Center.

With the information provided, the only factor that would limit the liquor license from being issued would be the intention of having alcohol on the "outside terrace areas." According to the application, no fencing is spoken of or seen on the map provided.

If the Village Board does approve the application, I would ask it to be contingent on a physical walk through of the facility prior to the service of alcohol since construction of the areas is not completed yet.

Sincerely,

Justin P Timm
Chief of Police

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer \$ _____ ☒ Class "B" Beer \$ 100
- ☐ "Class A" Liquor \$ _____ ☒ "Class B" Liquor \$ 500
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ 600
Background Check Fee	\$
Publication Fee	\$ 50
Total Fees	\$ 650

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <i>Womeris Leadership Center at Williams Bay NFP</i>			
2. Business Trade Name or DBA 			
3. FEIN <i>87-3532190</i>		4. Wisconsin Seller's Permit Number <i>456-10311512883-03</i>	
5. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☐ Corporation ☒ Nonprofit Organization			
6. State of Organization <i>WI</i>		7. Date of Organization <i>11/17/2021</i>	
8. Wisconsin DFI Registration Number 			
9. Premises Address <i>333 Constance Blvd.</i>			
10. City <i>Williams Bay</i>		11. State <i>WI</i>	12. Zip Code <i>53191</i>
13. County <i>Walworth</i>		14. Governing Municipality: ☐ City ☐ Town ☒ Village of: <i>Williams Bay</i>	
15. Aldermanic District 		16. Premises Phone <i>262 903 6483</i>	
17. Premises Email <i>Yvette@lincoln-road.com</i>		18. Website 	
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <i>Lodge - Kitchen, Dining area, alcohol storage outside terrace areas</i> <i>council - meeting, gathering space</i> <i>cabaret - small kitchen, gathering place</i>			
20. Mailing Address (if different from premises address) <i>P.O. Box 81</i>			
21. City <i>Williams Bay</i>		22. State <i>WI</i>	23. Zip Code <i>53191</i>

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No		
If yes, list the details of violation below. Attach additional sheets if necessary.		
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Howard	Yvette	V.P. for Property Mgt.	262 903 6483
Dilley	Michelle	CEO	269-277-3593
Drake	Ann	President & Chair	708-416-6224
deSt. Arbin	Donna	Board Director	847-846-7421

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Dilley</i>		First Name <i>Michelle</i>		M.I.
Title <i>CEO</i>		Email <i>Michelle.Dilley@awesomeleaders.org</i>	Phone <i>269-277-3593</i>	
Signature <i>Michelle Dilley</i>		Date <i>11/13/2025</i>		

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Alcohol Beverage
Appointment of AgentDate
11/13/25

Agent Type (check one)

- ☒
- Original (no fee)
- ☐
- Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Women's Leadership Center at Williams Bay NFP

2. Business Trade Name or DBA

3. Entity Type (check one)

- ☐
- Limited Liability Company
- ☐
- Corporation
- ☒
- Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☒
- Municipal Retail License
- ☐
- State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

de St. Aubin

2. First Name

Donna

3. M.I.

4. Email

dstaubin@staubin.net

5. Phone

847-846-7421

6. Home Address

7. City

Lake Geneva

8. State

WI

9. Zip Code

53147

10. Date of Birth

2-1-50

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

WI

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? ☒ Yes ☐ No
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Dilley</i>		First Name <i>Michelle</i>		M.I.
Title <i>CEO</i>	Email <i>michelle.dilley@awesomeleaders.org</i>		Phone <i>269 277 3593</i>	
Signature <i>Michelle Dilley</i>			Date <i>11/13/25</i>	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>de St. Aubin</i>		First Name <i>DORNA</i>		M.I.
Signature <i>Dorna de St. Aubin</i>			Date <i>11/13/25</i>	

Form
AB-100

Alcohol Beverage Individual Questionnaire

Date 11/11/25

All individuals involved in the alcohol beverage business must complete this form, including

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)	
<u>Women's Leadership Center at Williams Bay NFP</u>	
2. Business Trade Name or DBA	
3. Entity Type (check one)	
☐ Sole Proprietor	☐ Partnership
☐ Limited Liability Company	☐ Corporation
☒ Nonprofit Organization	

Part B: Individual Information

1. Last Name		2. First Name		3. M.I.
<u>DE ST. AUBIN</u>		<u>DONNA</u>		
4. Relationship to Business (Title)		5. E-mail		6. Phone
		<u>dstaubin@staubin.WI</u>		<u>847-846-7421</u>
7. Home Address				
[REDACTED]				
8. City		9. State	10. Zip Code	11. Date of Birth
<u>LAKE GENÈVE</u>		<u>WI</u>	<u>53147</u>	<u>2/1/50</u>
12. [REDACTED]		13. Drivers License/State ID State of Issuance		
[REDACTED]		<u>WI</u>		

Part C: Address History

1. Do you currently live in Wisconsin?		☒ Yes ☐ No					
If yes, provide the month and year when you permanently moved to Wisconsin		(MM/YYYY)					
		<u>06/2024</u>					
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1							
[REDACTED]							
Previous Address 2		City	State Zip Code				
Previous Address 3		City	State Zip Code				
Previous Address 4		City	State Zip Code				
Previous Address 5		City	State Zip Code				
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary							
State	County	State	County	State	County	State	County
<u>IL</u>	<u>DUPAGE</u>	<u>IL</u>	<u>COOK</u>	<u>CA</u>	<u>ORANGE</u>	<u>WI</u>	<u>WALWORTH</u>
State	County	State	County	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	

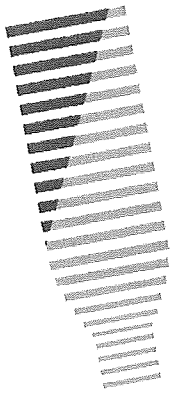
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <i>Donna de St. Aubin</i>	Date <i>11/11/25</i>
--	-------------------------



LIQUOREXAM.COM

Where Knowledge Meets Responsibility

This certificate represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.

CERTIFICATE OF COMPLETION

This is to certify that

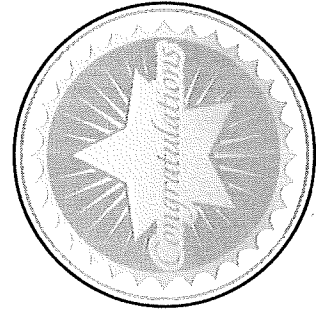
Donna De St Aubin

Has Successfully Completed the Following Course and Examination

Wisconsin Alcohol Server and Seller Certification

Edward D McLean

Edward D. McLean, Program Director
www.LIQUOREXAM.COM



Date: 11/11/2025
Expiration: 24 Months
Certificate #: 246143
Birth Date: 02/01/1950

DRIVER LICENSE
REGULAR

USA
WISCONSIN

4d [REDACTED] 9 CLASS D

1 DE ST AUBIN
2 DONNA

3 DOB [REDACTED]

15 SEX F 16 HGT 5'-06" 17 WGT 139 lb
18 EYES BLU 19 HAIR GRY

20 END NONE

5 DD OTKUB2024061015222493 4b EXP [REDACTED]

FEB 50

100% DONOR

DRIVER LICENSE
REGULAR

USA
WISCONSIN

4d [REDACTED] 9 CLASS D

1 DE ST AUBIN
2 DONNA

3 DOB [REDACTED]

15 SEX F 16 HGT 5'-06" 17 WGT 139 lb
18 EYES BLU 19 HAIR GRY

20 END NONE

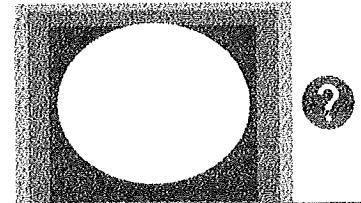
5 DD OTKUB2024061015222493 4b EXP [REDACTED]

FEB 50

100% DONOR



MY tax ACCOUNT

[< Home](#)

Wisconsin Tax Account Lookup



Lookup



Results

Legal Name	WOMENS LEADERSHIP CENTER AT '1
Account Type	Sales & Use
Account Number	456-1031512883-03
Filing Frequency	Annual
Permit Status	Valid

[Cancel](#)[< Previous](#)

For your security, this application times out after 15 minutes. All unsaved information will be lost.

[DOR](#) [Common Questions](#) [Forms](#) [Publications](#) [Training](#) [Contact Us](#)





Village of Williams Bay
 250 Williams Street | P.O. Box 580
 Williams Bay, WI 53191
 (262) 245-2700

XBP Confirmation Number: **248827820**

▶ Transaction detail for payment to Village of Williams Bay.		Date: 11/14/2025 - 8:51:01 AM MT	
Transaction Number: 256294825 Visa — XXXX-XXXX-XXXX-2291 Status: Successful			
Account #	Item	Quantity	Item Amount
Class B Beer	LiquorBeer License Class B Beer	1	\$100.00
Class B Liquor	LiquorBeer License Class B Liquor	1	\$500.00
Publication Fee	LiquorBeer License Publication Fee	1	\$50.00

TOTAL: \$650.00

Billing Information
 Yvette Howard
 53191

Transaction taken by: Admin TKolls



Village of Williams Bay Police Department

PO Box 580
250 Williams Street
Williams Bay, WI 53191



Phone: 262.245.2710

Chief Justin P Timm

Fax: 262.245.2711

To: Tina Kolls; Village Clerk
From: Justin P Timm; Chief of Police

Reference: Alcohol License Application

Ms. Kolls,

I received a liquor license application from Big Daddy's LLC (DBA Daddy' Maxwells). Our department has conducted a background check as well as an on-site visit to Daddy Maxwells.

Based on the findings of this evaluation, I can confirm there are no known issues or concerns that would preclude the applicant from obtaining the requested liquor license. All aspects of the process, including compliance with applicable regulations, and background requirements, have been satisfactorily addressed.

A handwritten signature in blue ink, appearing to read "Justin P Timm", with a long horizontal flourish extending to the right.

Justin P Timm
Chief of Police
Village of Williams Bay Police Department

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only
Municipality
License Period

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer \$ _____ ☒ Class "B" Beer \$ 100.00
- ☐ "Class A" Liquor \$ _____ ☒ "Class B" Liquor \$ 500.00
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ <u>600.00</u>
Background Check Fee	\$
Publication Fee	\$ <u>50.00</u>
Total Fees	\$ <u>650.00</u>

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <u>Big Daddy's LLC</u>		
2. Business Trade Name or DBA <u>Daddy Maxwell's</u>		
3. FEIN <u>33-2421099</u>	4. Wisconsin Seller's Permit Number <u>456-1031877534</u>	
5. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization		
6. State of Organization <u>WI</u>	7. Date of Organization <u>Dec 23, 2024</u> <u>Oct 29</u>	8. Wisconsin DFI Registration Number <u>B119860</u>
9. Premises Address <u>150 Elkhorn Road</u>		
10. City <u>Williams Bay</u>	11. State <u>WI</u>	12. Zip Code <u>53191</u>
13. County <u>Walworth</u>	14. Governing Municipality: ☐ City ☐ Town ☒ Village of: <u>Williams Bay</u>	15. Aldermanic District
16. Premises Phone <u>262-607-6018</u>	17. Premises Email <u>daddymaxwellsdiner@gmail.com</u>	18. Website <u>—</u>
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <u>Igloo Shaped dining room and rectangular Shaped "Cafe" dining room. 2 bathrooms, small back office, Kitchen area, dry goods storeroom at back of building where alcohol would be stored</u>		
20. Mailing Address (if different from premises address) <u>PO Box 46</u>		
21. City <u>Williams Bay</u>	22. State <u>WI</u>	23. Zip Code <u>53191</u>

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . ☐ Yes ☒ No
beverages.

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Linares		First Name Miguel		M.I. A
Title owner		Email linas group @ my yahoo . com		Phone 920-573-0607
Signature Miguel Linares			Date 11-20-25	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 11-24-2025	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk			Date Provisional License Issued (if applicable)

Alcohol Beverage
Appointment of AgentDate
11.22.25

Agent Type (check one)

- ☒
- Original (no fee)
- ☐
- Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)	
Big Daddy's LLC	
2. Business Trade Name or DBA	
Daddy Maxwell's	
3. Entity Type (check one)	
☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one)	5. If successor agent, provide State Permit or Municipal Retail License Number
☒ Municipal Retail License ☐ State Permit	
6. Describe the reason for appointing a successor agent, if successor is checked above.	

Part B: Agent Information

1. Last Name	Smith	2. First Name	Daniel	3. M.I.	J
4. Email	assheild@hotmail.com			5. Phone	262-949-2440
6. Home Address					
7. City	Williams Bay	8. State	WI	9. Zip Code	53191
10. Date of Birth	7-3-84				
11. Drivers License/State ID Number				12. Drivers License/State ID State of Issuance	Wisconsin

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	☒ Yes ☐ No
2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire (licensee) or Form AB-300, Alcohol Beverage Personal Questionnaire (permittee)?	☒ Yes ☐ No
3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions.	☒ Yes ☐ No

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Smith</i> <i>Linares</i>	First Name <i>Daniel</i> <i>Miguel</i>	M.I. <i>J</i> <i>A</i>
Title <i>Manager</i> <i>owner</i>	Email <i>assisted@hotmail.com</i> <i>linasg@yahoo.com</i>	Phone <i>920-573-0607</i> <i>262-949-2440</i>
Signature <i>[Signature]</i> <i>Miguel Linares</i>		Date <i>11.22.25</i>

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Smith</i>	First Name <i>Daniel</i>	M.I. <i>J</i>
Signature <i>[Signature]</i>		Date <i>11.22.25</i>

Serving Alcohol

is proud to present this certificate to

daniel smith

for successful completion of the online course



Wisconsin Alcohol Seller/Server Course

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- * CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- * OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- * RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- * DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND REGARD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- * ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04 (5) (a) 5. Wis. Stats.

Verify online at
servingalcohol.com

Verification Code
iARAqvQ0sQ

Date Issued
Nov 23rd, 2025

VALID FOR 2 YEARS

This is not a Wisconsin operators/bartenders license.

This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.

Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>

Wisconsin Alcohol Seller/Server Course

Name: daniel smith

Certification Date: Nov 23rd, 2025

Certificate Code: iARAqvQ0sQ

Verify Online: servingalcohol.com

125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.

SERVING ALCOHOL INC

VALID FOR 2 YEARS

DRIVER LICENSE
REGULAR

USA
WISCONSIN

NOT FOR
FEDERAL
PURPOSES

1 SMITH
2 DANIEL JAMES

3 DOB 07/03/1984

4a EXP 07/03/2027

5 DD 07/03/2027

6 END NONE

7 SEX M

8 HGT 6'04"

9 WGT 375 lb

10 EYES HAZ

11 HAIR BRO

12 ISS 07/03/2027

13 CLASS D

14 DONOR

15 SIGNATURE

16 PHOTO

Alcohol Beverage
Individual QuestionnaireDate
11-22-25

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)	
Big Daddy's LLC	
2. Business Trade Name or DBA	
Daddy Maxwell's	
3. Entity Type (check one)	
☐ Sole Proprietor	☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

Part B: Individual Information

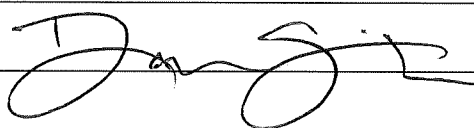
1. Last Name		2. First Name		3. M.I.	
Smith		Daniel		J	
4. Relationship to Business (Title)		5. Email		6. Phone	
Manager		assheild@hotmail.com		262-949-2440	
7. Home Address					
[REDACTED]					
8. City		9. State	10. Zip Code	11. Date of Birth	
Williams Bay		WI	53191	7-3-84	
12. Drivers License		13. Drivers License/State ID State of Issuance			
[REDACTED]		Wisconsin			

Part C: Address History

1. Do you currently live in Wisconsin?				☒ Yes ☐ No	
If yes, provide the month and year when you permanently moved to Wisconsin				(MM/YYYY) 7-3-84	
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.					
Previous Address 1		City		State	Zip Code
[REDACTED]		Williams Bay		WI	53191
Previous Address 2		City		State	Zip Code
[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]
Previous Address 3		City		State	Zip Code
[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]
Previous Address 4		City		State	Zip Code
[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]
Previous Address 5		City		State	Zip Code
[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.					
State	County	State	County	State	County
WI	Walworth	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
State	County	State	County	State	County
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Continued →

Part D: Criminal History		
1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.		
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.		

Part E: Attestation	
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Signature 	Date 11-22-25

SITE PLAN

PARCEL #WOP 0001 AND WOP 00014
LOCATED IN PART OF THE NE 1/4 OF THE NE 1/4 OF SECTION 6, TOWNSHIP 1, RANGE 16 EAST,
VILLAGE OF WILLIAMS BAY, WAUWATOSH COUNTY, WISCONSIN



LEADS

- 1 - PHONE RECORD W/IN STATE
- 2 - PHONE RECORD W/IN STATE
- 3 - SET WAS MADE IN APR 57
- 4 - W/IN STATE LOCATED
- 5 - W/IN STATE LOCATED
- 6 - 2ND OF LOCAL
- 7 - COUNCIL W/IN STATE
- 8 - W/IN STATE LOCATED
- 9 - 1ST OF LOCAL
- 10 - RECORDS 45



DATE 10/26/17	DRAWN BY JANIS HANSEN	CHECKED BY JOHN HANSEN	PARSONS, HANSEN & ASSOCIATES, INC. ENGINEERING - ARCHITECTURE - SURVEYING 7 NIPAWA COURT PO. BOX 437 ELKHORN, WISCONSIN 53121 PHONE (414) 722-2018 e-mail office@parsonshansen.com	- WORK ORDERED BY - MARK LARSEN 118 KENOSHA STREET WALWORTH, WI 53191	TITLE SURVEY 150 ELMHORN ROAD WILLIAMS BAY, WISCONSIN	
------------------	--------------------------	---------------------------	--	--	--	--

Village of Williams Bay
PO Box 580
250 Williams Street
Williams Bay WI 53191

(262) 245-2700

Receipt No: 20.001929

Nov 24, 2025

LICENSES AND PERMITS - LIQUOR/BEER LICENSE - Class B Beer 100-43001 LIQUOR/BEER LICENSE	100.00
LICENSES AND PERMITS - LIQUOR/BEER LICENSE - Class B Liquor 100-43001 LIQUOR/BEER LICENSE	500.00
LICENSES AND PERMITS - LIQUOR/BEER LICENSE - Publication Fee 100-43001 LIQUOR/BEER LICENSE	50.00
Total:	650.00
CHECKS Check No: 0561	650.00
Payor: Big Daddys LLC	
Total Applied:	650.00
Change Tendered:	.00

11/24/2025 10:23 AM

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 10/7/25

☐ Town ☒ Village ☐ City of Williams Bay

County of Walworth

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 2/7/26 and ending 2/7/26 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☒ Lodge/Society CIVIC LEAGUE
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name SHEILA MASON

(b) Address 508 WISWELL DR. Williams Bay Wi.
(Street) ☐ Town ☒ Village ☐ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President	<u>MARY UMANS</u>	<u>525 MORGAN</u>	<u>WMS. BAY</u>	<u>53191</u>
Vice President	<u>MAGGIE ANDLER</u>	<u>2032 DEER RUN</u>	<u>DELA VAN</u>	<u>53115</u>
Secretary	<u>PATTY GROSSO</u>	<u>517 MORGAN</u>	<u>WMS BAY</u>	<u>1</u>
Treasurer	<u>SHARI KNIGHT</u>	<u>104 CIRCLE DR</u>	<u>1</u>	<u>1</u>

(g) Name and address of manager or person in charge of affair: SHEILA MASON

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Lions Fieldhouse

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? PART

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: AVAILABLE EVENT SPACE INCLUDING KITCHEN & BATHS.

3. Name of Event

(a) List name of the event Chili Cook OFF

(b) Dates of event FEB. 7 2026
SAT.

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

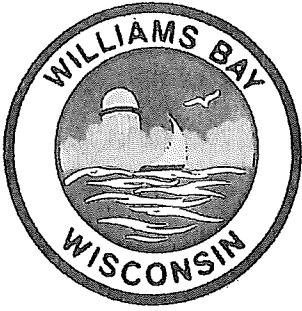
Officer Sheila Mason / 10/7/2025 Wms. Bay Women's Civic League
(Signature / Date) (Name of Organization)

Date Filed with Clerk 10/7/25

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



VILLAGE OF WILLIAMS BAY

OPERATOR'S LICENSE

LICENSE NO: 965

WHEREAS, the local governing body of the Village of Williams Bay, County of Walworth, State of Wisconsin, has upon application duly made, granted and authorized the issuance of an "Operator's License" to:

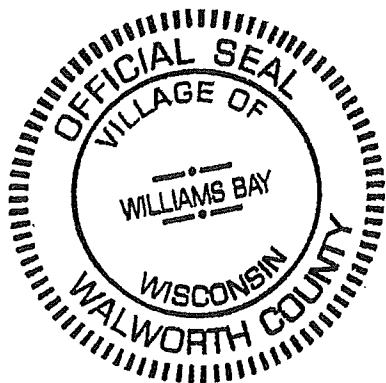
RITA PILARSKI

AND WHEREAS, the said applicant has paid to the Treasurer the sum of \$40.00 as required by the Municipal Ordinances, and has complied with all requirements necessary for obtaining said license;

NOW THEREFORE, An "Operator's License" pursuant to §125.32 (2) and 125.68 (2) of the Wisconsin State Statutes, and local ordinances, Is hereby issued to said applicant,

FOR THE PERIOD OF July 7, 2025- June 30, 2027.

Given Under My hand and the Great Seal of the Village of Williams Bay, County of Walworth, State of Wisconsin, this 9th day of July, 2025.





Tina Kolls, Village Clerk



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Johannesen Farrar, Inc. 512 E. Walworth Avenue P.O. Box 347 Delavan WI 53115	CONTACT NAME: Kira Johnson PHONE (A/C, No, Ext): (262) 728-2631 E-MAIL ADDRESS: kiraj@jinsurance.com FAX (A/C, No): (262) 728-2312														
INSURED Williams Bay Women's Civic League, Inc PO Box 374 Williams Bay WI 53191-0374	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: West Bend Mutual Insurance</td><td>15350</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: West Bend Mutual Insurance	15350	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:** 2025-2026 COI**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		A286872	07/12/2025	07/12/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 1,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE ☐ OTH-ER ☐
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional insured: Village of Williams Bay

CERTIFICATE HOLDER**CANCELLATION**Village of Williams Bay
P.O. Box 580

Williams Bay

WI 53191

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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FONTANA FIRE DEPARTMENT MONTHLY REPORT – OCTOBER 2025



RESPONSE DATA

OCTOBER 2025

RESPONSE AREA	Total	Percent
Williams Bay	36	49%
Fontana	20	27%
Walworth Township	12	16%
Mutual Aid Responses	6	8%

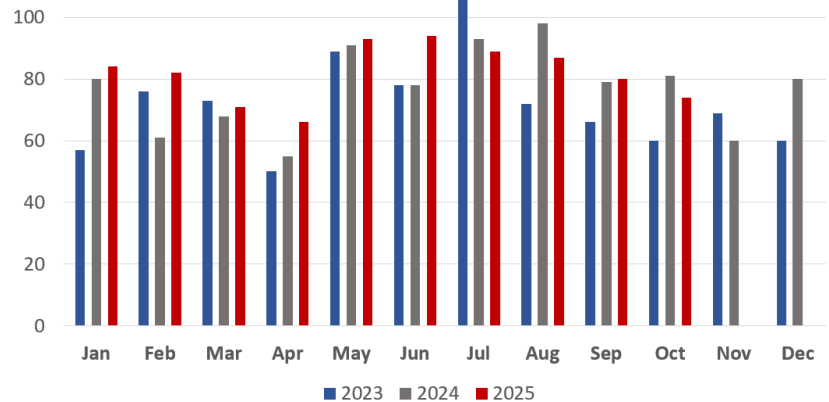
TOTAL RESPONSES 74

Response Time Report

Average Dispatched to Arrival on Scene

Williams Bay	6:13
Fontana	4:17
Walworth Township	7:03

3 YEAR TRENDS



TRAINING & CERTIFICATIONS

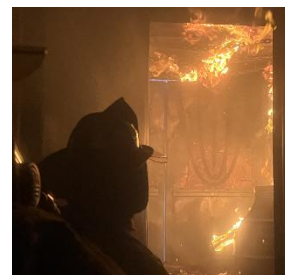
SCBA Fit Testing Live Fire Training – Blackhawk Training Grounds Extrication	Mercy EMS – Documentation Airway Management
--	---

PUBLIC EDUCATION & EVENTS

- Fire Prevention – Fontana School
- Fire Prevention – Faith Christian School
- Fontana Fire Chili Cookoff
- Walworth Township Fireworks Display
- Gateway Fire & EMS Expo
- Breast Cancer Awareness

OPERATIONS

- 2026 Budget completed
- Public Safety Building Informational Sessions
- Public Safety Building Informational Sessions
- 10 Fire Inspections & 8 Short Term Rental Inspections





**Williams Bay Police Officers Association
of the
Wisconsin Professional Police Association
Law Enforcement Employee Relations Division
Proposals to the
Village of Williams Bay**

ASSOCIATION POSITION STATEMENT: All provisions of and attachments to the 2023-2025 Agreement between the parties not modified during the course of these negotiations shall be included in the successor Agreement between the parties for the term of said Agreement. The Association reserves the right to add, delete, or amend proposals through the course of negotiations. Tentative agreements are contingent upon the parties reaching a voluntary settlement, subject to ratification by the Associations and the Village of Williams Bay.

1. Article III - Salaries

B) Any Officer acting as an FTO (Field Training Officer) will be compensated ~~\$1.00~~ **\$3.00** Per Hour while training a new Officer. ~~One hour of overtime for each eight (8) hours training time spent with a new officer or one half hour of overtime for each four (4) hours training time spent with a new officer. This overtime shall be in addition to any other overtime earned for that normal workday~~ *(rejected)*

~~Wage: 15% over 3 years~~ *(rejected)* 2026 = 3.0%, 2027 = 3%, 2028 = 4.0%. *Due to budgetary constraints, this is the Villages best and final offer.*

2. Article VIII- Vacation

Vacations must be taken in the year in which they accrue, unless prior approval has been obtained from the Chief of Police and the Employer. Vacation shall be earned and accrued as from the date of Employee's employment (latest date of hire). Vacations not taken in the year in which they accrue will be forfeited without additional compensation to Employees unless prior approval has been obtained to carry them over. ~~Employees with 5 or more years of continuous service have the option of receiving payment in lieu of time off up to 10 vacation days per year contingent on notification to the Chief of Police by November 1st.~~ *(rejected, except for School Resource Officer (SRO))*

3. Article XIII - Sick Leave

Employees shall receive one day per month of service up to 120 days for periods of absence resulting from non-occupational medical disability. Employees claiming the benefit of sick leave ~~may do so in one-hour increments and~~ *(rejected)* shall notify the Chief of Police or his/her representative prior to two hours before their normal starting time of their need to be absent. In the event that the Employee has not given such notification, sick leave may be granted at the discretion of the Chief of Police if the circumstances justify the failure to give said notice.

Upon termination of employment, employees shall receive the cash equivalent of one half (50%) of their unused accumulated sick days, not to exceed 60 days.

Employees retiring after 20 years of service shall receive the cash equivalent of fifty (55%) ~~sixty percent (60%)~~ *(rejected)* of their accumulated sick days, not to exceed 66 days. The Village shall establish a sick time bank and record all sick leave accumulated. Employees can only accumulate (bank) a maximum of 120 days of unused sick leave days. Employees hired prior to 12-30-01 will be paid for any sick leave days accumulated over 120 days as a day worked at straight time during the month following such monthly accumulation over 120 days. Time spent on sick leave does not count for overtime calculation purposes.

4. Article XVII - Seniority

Seniority is defined as the status attained by length of continuous service of an Employee, beginning with the latest date of hire. ~~When dates of hire are identical, the order of rank within the hiring pool shall be used~~ *(accepted)*. Seniority shall be used to determine rates of pay and length of vacation, as provided elsewhere in the Agreement. The Chief of Police will assign vacation periods ~~and shift selection~~ *(accepted)* giving consideration to Employee choice and request. In the event of conflicting request, seniority will be considered by the Chief in assigning vacations if such requested period is otherwise available.

Employees shall lose their seniority for any of the following reasons:

- A. Discharge
- B. Resignation
- C. Retirement
- D. Unexcused failure to return to work after expiration of a vacation period, leave of absence, or period of which Worker's Compensation was paid, or failing to report to work within five days after notice of recall from layoff.
- E. On layoff, for a continuous period of time equivalent to 24 calendar months.
- F. ~~If an employee is promoted outside of the union, their seniority shall be frozen at the level in place at the date of promotion and will be reinstated if the employee returns to an association position.~~ *(accepted)*

5. Article XIX Grievance Procedures

Step 4. The Grievance shall be considered settled in Step 3, unless, within ten (10) days from the date of the Employer's committee's answer or ten (10) days from the last date due, the dissatisfied party shall request in writing to the other that the dispute be submitted to an arbitrator. No later than 15 days after the written response required in Step 4, either party can request a list of five arbitrators from the staff of the Wisconsin Employment relations commission (WERC). **In the event five arbitrators are not available, a list of three shall be requested. The appealing party shall begin the process of alternately striking names from the list, and the last remaining name shall be appointed as the arbitrator to hear the case.** (accepted)

The Association reserves the right to amend, modify, delete, or add new proposals during the course of negotiations.

Agreement between the

VILLAGE OF WILLIAMS BAY

and the

WILLIAMS BAY POLICE OFFICERS ASSOCIATION

~~2023-2025~~ **2026-2028**

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2 AGREEMENT BETWEEN THE VILLAGE OF WILLIAMS BAY
3 AND
4 THE WILLIAMS BAY POLICE OFFICERS ASSOCIATION
5

6 This Agreement made and entered into at Williams Bay, Wisconsin, by and between the
7 Village of Williams Bay, hereinafter referred to as "Employer," and the Williams Bay Police
8 Officers Association, a labor organization representing all full-time sworn law enforcement
9 officers having arrest powers employed by the Village of Williams Bay, hereinafter referred to as
10 "ASSOCIATION."

11 It is the purpose of this Agreement and the desire of both parties thereto to protect and
12 promote the interests of the general public to whom the parties provide service, to maintain
13 harmonious labor relations, to obtain complete agreement covering wages, hours of work and
14 conditions of employment, to provide for the well being of the Employee and to allow the
15 Employer to operate and manage its affairs as efficiently and flexibly as possible.
16

17 ARTICLE I - VILLAGE RECOGNITION

18 The Village of Williams Bay recognizes all full-time sworn law enforcement officers
19 having arrest powers employed by the Village of Williams Bay (hereinafter referred to as
20 Employees or Employee), of the Williams Bay Police Department, excluding the Chief of Police
21 and Lieutenant, as a collective bargaining unit, as defined in Wisconsin Statute 111.70 and agree
22 to comply with all provisions of said statute in bargaining with said Employees.
23

24 ARTICLE II- COLLECTIVE BARGAINING REPRESENTATIVE

25 The Employer recognizes the ASSOCIATION, a locally formed labor organization, as
26 the collective bargaining representative for the Employees in the collective bargaining unit set
27 forth in ARTICLE I of this Agreement.
28
29
30
31
32

ARTICLE III - SALARIES

- 2 A) Salaries shall be paid as listed in Exhibit "A," attached hereto and made a part hereof,
3 on an every other week basis. Salaries for each year thereafter shall be determined
4 through negotiations, taking cost of living and individual Employee's merit into
5 consideration, but shall not be less than the increase in the cost of living as measured
6 by the Consumer Price Index, Urban Wage Earner for Milwaukee, Wisconsin,
7 comparing January of the preceding year with January of the year in question.
8 B) Any Officer acting as an FTO (Field Training Officer) will be compensated ~~\$1.00~~
9 **\$3.00** per hour while training a new Officer.

ARTICLE IV - GRADES

11 To progress from one grade to the next grade on the pay scale (Exhibit A, attached
12 hereto) requires the Employees to:

- 13 A. Complete one full uninterrupted 12-month period of employment at present grade;
14 and
15 B. Demonstrate satisfactory work performance for the 12-month period of
16 employment at present grade as evaluated by the Chief of Police.
17

ARTICLE V - WORKING HOURS

18
19 Employees shall work five (5) days, followed by two (2) days off; work five (5) days,
20 followed by two (2) days off; and work five (5) days followed by three (3) days off. This work
21 schedule is the equivalent of 1991 hours per year, but for purposes of biweekly pay and reporting
22 to the Wisconsin Retirement System, shall be the equivalent of 80 hours per pay period and 2080
23 hours per year.
24

ARTICLE VI - OVERTIME

25
26 It is the policy of the Employer to avoid the necessity of overtime. The exclusive
27 authority to determine what overtime and when overtime is to be worked is vested in the Chief of
28 Police and the Employer. Employees shall be required to work overtime when requested by the
29 Chief of Police or his/her representative. Overtime will be computed on the basis of actual hours
30 worked unless otherwise specifically provided herein.
31

2 Employees shall receive compensatory time off or pay at a rate of one and one-half the
3 time worked for overtime worked. If an Employee is called to work for Court testimony or other
4 work purposes outside his/her regularly scheduled hours of work by the Chief, he/she shall be
5 compensated with a minimum of two (2) hours overtime or compensatory time off at the
6 discretion of the Chief of Police.

7 When specifically required by the Chief of Police to attend training or educational
8 activities (in service or specialized training) outside normal duty hours, Employees shall be
9 entitled to receive compensatory time off on a time and one-half basis. This training or
10 educational activity applies only to required training. It does not apply to schools attended by the
11 Employee on his/her own or to the voluntary education undertaken by an Employee and covered
12 in Article XXIV herein.

13 All compensatory time off shall be within the guidelines as set forth in the Fair Labor
14 Standards Act.

15 Banked compensatory time is capped at 80 hours. Any accumulated hours above 80 will
16 be paid out. Officers can refill the compensatory time bank, up to the 80-hour cap. Compensatory
17 time can be carried over into the new year, up to 80 hours.

18 ARTICLE VII- UNIFORM AND GUN ALLOWANCE

19 The Employee shall be entitled to a uniform allowance in such amount as is necessary to
20 acquire one complete uniform set as set forth in Appendix "B," attached hereto.

21 After the first year of employment, the Employee shall be entitled to an annual uniform
22 maintenance allowance, for replacing, repairing, or cleaning uniform items not to exceed the sum
23 of Nine Hundred Dollars (\$900) per calendar year.

24 The uniform allowance shall be accwnulated in a drawing account for maintaining or
25 replacing uniform items listed in Appendix "B," attached hereto, and shall be paid on the
26 presentation of an itemized expense voucher.

27 All uniform and equipment purchases must first have the approval of the Chief of Police
28 and must be in conformity with the department's uniform and equipment specifications as
29 established by the Chief of Police and the Employer.

30 Employees may be allowed to carry over from year to year any unused balance in their
31 clothing allowance for the purpose of establishing an account to purchase a ballistic vest. Said
32 account shall not exceed Eight Hundred Dollars (\$800.00.) If the cost of a replacement vest

exceeds the amount in the vest account, the employee may use money from his clothing allowance to pay the difference. This account will be reduced to a zero balance after the purchase of a vest. Upon termination, the uniforms and police equipment as set forth in Appendix "B" shall remain the property of the Employee. Any unused accumulation in the drawing accounts shall always remain the property of the Employer, and under no circumstances is it to be considered as salary.

Employees shall be entitled to purchase a duty firearm from their annual clothing allowance. The firearm must conform to department policy and be carried on-duty. Upon purchase of said firearm, the serial number shall be logged with the Chief of Police. In the event the employee wishes to replace or upgrade said firearm, he/she must make notification to the Chief of Police and seek approval from the Village Board. The existing firearm shall be traded-in and the value applied toward a subsequent purchase. Upon resignation of employment, the firearm shall be returned to the Chief of Police. At the discretion of the Village board, an employee who resigns in good standing or retirement, the Village Board may award the firearm to the employee=

ARTICLE VIII- VACATIONS

The Employee shall be entitled to the following annual vacation in accordance with his continuous service with the Employer:

Five (5)	Days off after one year of continuous service.
Ten (10)	Days off after two years of continuous service.
Fifteen (15)	Days off after five years of continuous service.
Twenty (20)	Days off after ten years of continuous service.
Twenty-five (25)	Days off after twenty years of continuous service.

Vacations must be taken in the year in which they accrue, unless prior approval has been obtained from the Chief of Police and the Employer. Vacations shall be earned and accrued as from the date of Employee's employment (latest date of hire). Vacations not taken in the year in which they accrue will be forfeited without additional compensation to Employees unless prior approval has been obtained to carry them over. **The School Resource Officer (SRO) has the option of receiving payment in lieu of vacation time off up to 10 vacation days per year contingent on notification to the Chief of Police by November 1st.**

ARTICLE IX - HOLIDAYS

The Employees shall receive paid compensation for eight (8) additional hours of work for each of the following listed holidays:

New Year's Day	Labor Day
Friday before Easter	Thanksgiving
Easter	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve

Any Officer that works on a listed Holiday is paid time and one-half (1.5) for all hours worked. Officers will have the option to take a day off within 60 days after the Holiday, using the 8 hours of Holiday pay. If staffing levels do not allow the Officer to take the Holiday in time off, the 8 hours will then be paid.

ARTICLE X - LONGEVITY INCENTIVE

All Employees shall receive longevity benefits according to the following schedule which shall be in addition to the Employee's current annual salary:

One percent (1%) - After each four years of continuous service to Employer.

Employees hired after 01/01/2017 are not eligible for this Incentive.

ARTICLE XI - PENSION

The Employer shall participate in the Wisconsin Retirement System (WRS). The Employer shall pay to the WRS an amount equal to the full employer contribution for all employees.

Employees shall contribute the full employee share as determined by WRS for protective employees.

ARTICLE XII - INSURANCE

The Employer shall provide the Employees with Medical and Hospitalization Insurance provided by a provider of the Employer's choice. Employees shall pay 12% of the monthly premium (with the Employer to pay **88%** of the applicable monthly premium):

2 The Employer shall provide the Employees with life insurance in the amount of their preceding
3 year's salary rounded to the next thousand from the Wisconsin Retirement System. The
4 Employer shall pay the monthly premium for such policy.

5 The Employer shall provide the Employees with dental insurance provided by a provider
6 of the Employer's choice with the Employer's Health Insurance for family or individual as
7 appropriate. The Employer shall pay 88% of the monthly premium for such policy; employees
8 shall pay 12% of the premium.

9 Upon retirement as an Employee of Employer, Employees shall be allowed to continue in
10 the Village group health plan if eligible for such coverage until such time as the Employee is
11 eligible for Medicare benefits. Retirement means that the Employee is eligible to collect benefits
12 from the Wisconsin Retirement System (WRS). The Employee shall pay the premiums for such
13 continuance of Village group health coverage insurance.

14 ARTICLE XIII - SICK LEAVE

15 Employees shall receive one day per month of service up to 120 days for periods of
16 absence resulting from non-occupational medical disability. Employees claiming the benefit of
17 sick leave shall notify the Chief of Police or his/her representative prior to two hours before their
18 normal starting time of their need to be absent. In the event that the Employee has not given such
19 notification, sick leave may be granted at the discretion of the Chief of Police if the
20 circumstances justify the failure to give said notice. The use of sick time shall, at the discretion
21 of the Chief of Police, be allowed for illnesses incurred by members of the Employee's
22 "immediate family." "Immediate Family" shall consist of the Employee's Mother, Father,
23 Grandmother, Grandfather, Mother-In-Law, Father-In-Law, Brother, Sister, Spouse, or Child.
24 Any Employee off work on sick leave shall, whenever possible, notify the Chief of Police or
25 his/her representative of his/her intent to return to work on the day prior thereto. Upon request by
26 the Chief of Police, the Employee must furnish a written physician's statement which contains
27 the physician's opinion that the Employee is medically disabled and unable to work because of
28 such medical disability as a condition of obtaining sick leave benefit. As a condition of returning
29 to regular duty from sick leave, the Chief may require an Employee to provide a doctor's
30 certificate certifying that the Employee is physically and/or mentally capable of performing
31 his/her duties as a Police Officer. Upon termination of employment, employees shall receive the
32 cash equivalent of one half (50%) of their unused accumulated sick days, not to exceed 60 days

Employees retiring after 20 years of service shall receive the cash equivalent of fifty-five (55%) of their accumulated sick days, not to exceed 66 days. The Village shall establish a sick time bank and record all sick leave accumulated. Employees can only accumulate (bank) a maximum of 120 days of unused sick leave days. Employees hired prior to 12-31-01 will be paid for any sick leave days accumulated over 120 days as a day worked at straight time during the month following such monthly accumulation over 120 days. Time spent on sick leave does not count for overtime calculation purposes.

ARTICLE XIV - FUNERAL LEAVE

Employees shall be entitled to time off with pay up to a maximum of three workdays to arrange for or attend the funeral of the Employee's Father, Mother, Grandfather, Grandmother, Spouse, Child, Brother, Sister, Mother-In-Law, Father-In-Law; and up to a maximum of one workday for the funeral of the Employee's Brother-In-Law or Sister-In-Law. The leaves provided for in this Article shall apply only to days that the Employee is regularly scheduled to work and shall not apply to overtime hours or to days when the Employee is on vacation, off duty, off for a holiday, on sick leave, military leave, or on any type of paid or unpaid leave of absence. Time off without pay may be allowed to an Employee by the Chief of Police or his/her representative up to a maximum of three days when necessary to arrange for or attend the funeral of more remote members of the family than listed above, and the Chief of Police or his/her representative may further allow such additional time off without pay as he may deem necessary in special circumstances in connection with the provisions of this Article.

ARTICLE XV - MILITARY LEAVE

Full-time Employees shall be entitled to re-employment after completion of military service as provided by Wisconsin State Statute 45.50.

ARTICLE XVI-WORKER'S COMPENSATION

Employees are entitled to Worker's Compensation coverage. The Employer shall pay to full-time Employees eligible for Worker's Compensation payments for temporary total disability the difference between their regular pay and the amount paid by Worker's Compensation for such temporary total disability for a period not to exceed three months.

ARTICLE XVII - SENIORITY

Seniority is defined as the status attained by length of continuous service of an Employee, beginning with the latest date of hire. **When dates of hire are identical, the order of rank within the hiring pool shall be used.** Seniority shall be used in determining rates of pay and length of vacation, as provided elsewhere in the Agreement. The Chief of Police will assign vacation periods **and shift selection** giving consideration to Employee choice and request. In the event of a conflicting request, seniority will be considered by the Chief in assigning vacations if such requested period is otherwise available.

New Employees shall be on probation for the first twelve months of their employment or until they have completed their recruit training (if required), whichever is later. Probationary Employees may be terminated at any time for any reason at the sole discretion of the Employer.

New Employees shall not attain any seniority until they have completed their probationary period. Following successful completion of their probationary period, the new Employee's seniority shall be retroactive to their latest date of hire.

Employees shall lose their seniority for any of the following reasons:

- A. Discharge.
- B. Resignation.
- C. Retirement.
- D. Unexcused failure to return to work after expiration of a vacation period, leave of absence or period for which Worker's Compensation was paid, or failing to report to work within five days after notice of recall from layoff.
- E. On layoff, for a continuous period of time equivalent to 24 calendar months.
- F. **If an employee is promoted outside of the union, their seniority shall be frozen at the level in place at the date of promotion and will be reinstated if the employee returns to an association position.**

ARTICLE XVIII - DISCIPLINE AND DISCHARGE

No Employee who has completed his probationary period shall be disciplined or discharged except for cause. Disciplinary matters shall be handled in accordance with 62.13(6m) Wisconsin Statute as adopted by Village Ordinance.

ARTICLE XIX - GRIEVANCE PROCEDURE
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rievances involving the interpretation or application of a specific provision of this Agreement and not discipline, dealt with in Article XVIII in this Agreement.

Grievances shall be processed in the following manner (time limits set forth shall be exclusive of Saturdays, Sundays, or Holidays).

Step 1. The Employee shall take the grievance up orally with the Chief of Police within five (5) days of the grievant's knowledge of the occurrence of the event causing the grievance. The Chief of Police shall attempt to make a mutually satisfactory adjustment and, in any event, shall be required to give an answer within five (5) days.

Step 2. The grievance shall be considered settled in Step 1, unless, within five days after the Chiefs answer is due, the grievance is reduced to writing and presented to the Chief of Police for written reply. The Chief of Police shall respond in writing within 15 days.

Step 3. The grievance shall be considered settled in Step 2, unless, within five (5) days from the date of the Chiefs written answer or the last date due, the grievance is presented in writing to the Village Clerk who shall forward it to the appropriate committee of the Employer. Such committee shall respond in writing to the Employee's representative or the Employee within 15 days.

Step 4. The grievance shall be considered settled in Step 3, unless, within ten (10) days from the date of the Employer's committee's answer or ten (10) days from the last date due, the dissatisfied party shall request in writing to the other that the dispute be submitted to an arbitrator. No later than 15 days after the written response required in Step 4, either party can request a list of five arbitrators from the staff of the Wisconsin Employment Relations Commission (WERC). **In the event five arbitrators are not available, a list of three shall be requested. The appealing party shall begin the process of alternately striking names from the list, and the last remaining name shall be appointed as the arbitrator to hear the case.**

The grievant shall present the grievance in writing to the Wisconsin Employment Relations Commission, for the purpose of the Commission appointing an arbitrator to arbitrate the grievance pursuant to the Wisconsin Employment Relations Arbitration Service provided for in Wisconsin Statutes. The party requesting an arbitrator shall supply a copy of said request to the other party involved in the grievance. If said time limit expires, the grievance shall be considered settled.

The arbitrator so elected shall hold a hearing at a time and place convenient to the parties and shall take such evidence as in his or her judgment is appropriate for the disposition of the dispute. Statement of position may be made by parties and witnesses may be called. The arbitration award shall be final and binding on the parties.

The arbitrator shall not add to, subtract from, or modify the language of *this* Agreement,

32 in arriving at the determination of any issue presented that is proper for final and binding

arbitration. The arbitrator will expressly confine him/herself to the precise issue(s) submitted for arbitration.

All expenses which may be involved in the arbitration proceedings shall be borne by the parties equally. However, the expense relating to the calling of witnesses, the obtaining of depositions, attorney fees, or any other similar expenses shall be borne by the party at whose request such expenses are required.

When a grievance is appealed to Step 2, it shall state the specific provision(s) of the Agreement alleged to have been violated.

All appeals of duly filed grievances not submitted by the grievant or his representative within the time limit specified shall be determined to be abandoned grievances and, as such, considered as being resolved in favor of the Employer.

Any time limit can be modified by mutual written agreement, signed by the parties.

ARTICLE XX - DUES DEDUCTION

Dues Deduction: The Village agrees to deduct monthly dues in the amount certified by the WPPA/LEER from the pay of employees who individually sign a dues deduction authorization form where the Employee is knowingly and affirmatively consenting to the deduction of dues from the employee's paycheck, including any Local Association dues which the employee has authorized to be deducted in conjunction with the WPPA/LEER dues.

The Village shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the WPPA/LEER or Local Association if applicable, in one lump sum not later than the 15th of each month.

Authorization of dues deduction by a member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association and with the understanding that the deduction will cease as reasonably as practical after receipt of written notice of revocation.

No employee shall be required to join the Association, but membership in the Association shall be made available to all employees in the bargaining unit who apply consistent with either the WPPA or local Association Constitution and By-Laws. No employee shall be denied membership because of race, creed, color, sex or other legally protected class status.

It is expressly understood and agreed that WPPA/LEER will refund to the Village or the employee involved any dues erroneously deducted by the employer and paid to WPPA/LEER and/or the Local Association. WPPA/LEER shall indemnify and hold the Village harmless against any and all third-party claims, demands, suits, order, judgments or any other forms of liability against or incurred by the Village, including all costs of defense and attorney's fees, which may arise out of Employer's compliance with this Article.

ARTICLE XXI - RIGHTS OF EMPLOYER

The rights, functions, and authority to manage all operations and functions of the Employees are vested in the Employer and include, but are not limited to, the following:

- A. To prescribe and administer rules and regulations essential to the accomplishment of the providing of police services desired by the Employer.
- B. To manage and otherwise supervise all Employees.
- C. To hire, promote, transfer, train, assign, and retain Employees and to suspend, demote, dismiss, or take other disciplinary action against Employees as circumstances warrant for cause.
- D. To lay off Employees.
- E. To maintain the efficiency and economy of the Village operations entrusted to the Chief of Police.
- F. To determine the methods, means, and personnel by which such operations are to be conducted.
- G. To take whatever action may be necessary to carry out the objectives of the Employer in emergency situations.
- H. To exercise discretion in the operation of the Village budget, organization, assignment of personnel, and the technology of work performance.
- I. At the Chiefs discretion, experienced officers may be hired and placed into a grade level in Appendix A and a vacation credit taking into account the previous years of experience.

ARTICLE XXII-MATTERS NOT COVERED

Matters not expressly covered by this Agreement which are proper subjects for collective bargaining shall not be affected by this Agreement. All mandatory customs, agreements, procedures, and personnel policies observed and recognized during previous years, whether subject to formal agreements or not, between the Employer and the Employees, and not specifically covered by this Agreement shall continue in full force and effect.

ARTICLE XXIII - AMENDMENTS AND SAVINOS CLAUSE

This Agreement may not be amended, altered, or added to, except by the mutual consent of the parties in writing.

If any Article of this Agreement or any addenda thereto should be held invalid by operation of law or any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article should be restrained by such tribunal, the remainder of this Agreement and addenda shall not be affected thereby.

ARTICLE XXIV - EDUCATIONAL INCENTIVE

For those Employees who wish to continue their education in police-related subjects and education approved by the Chief of Police, the Employer will reimburse the Employee for 75% of tuition and material costs. Employees shall pay 25% of costs.

Upon completion of an associate degree, employee wages shall be increased by \$1,000.00 per year. Upon completion of a B.S. degree, employee wages shall be increase by \$1,500.00 per year. Employee shall receive only the highest amount for which Employee is qualified.

ARTICLE XXV - PERSONAL DAYS

The Chief of Police has the authority to grant three (3) personal leave days per year because of extreme conditions, without loss of pay.

ARTICLE XXVI-SCHOOL RESOURCE OFFICER

1. The officer selected to serve as School Resource Officer shall be selected and appointed by the Chief of Police. The position will be posted, and volunteers will be considered.

2. Only those police officers with two (2) or more years of experience as a police officer will be considered for future appointments to the position of School Resource Officer (SRO).
3. The School Resource Officer will be assigned to work at the Williams Bay School. The School Resource Officer must notify Dispatch when they report for duty.
4. The School Resource Officer will wear his uniform while assigned to work at the Williams Bay School, as determined by the Chief of Police.
5. The School Resource Officer will be assigned to a 5-2, 5-2 work schedule, and work 7:00 a.m. to 4:00 p.m., Monday to Friday, corresponding to the school class schedule. During the summer months when school is not in session, the School Resource Officer will return to uniform patrol duties and work a 5-2, 5-2, 5-3 work schedule.
6. Due to the increase in hours which occurs from the change to a 5-2, 5-2 nine (9) hour work schedule, the School Resource Officer will receive twenty-one (21) additional eight (8) hour compensatory days off during the year. The School Resource Officer will take these compensatory days during the school year when school is not in session.
7. The job duties of the School Resource Officer shall be designated by the Chief of Police.
8. Whenever possible, the School Resource Officer will try to take vacation and other benefit days on days when school is not in session.
9. The step and rate of pay in existence at the time of appointment to the position of School Resource Officer shall be the step and rate of pay for performing the duties of the School Resource Officer, however, the incumbent shall receive any wage increases or step movement which are provided for under the terms of the collective bargaining agreement.
10. If the incumbent wishes to stop being the School Resource Officer, they shall make a written request to the Chief of Police. If the Chief of Police agrees to the request the Officer shall be allowed to return to their former position without loss of seniority or benefits. The Chief of Police reserves the right to keep the incumbent in the School Resource Officer position until a successor has been selected and appointed by the Chief of Police.
11. The Village of Williams Bay reserves the right to reduce staffing by eliminating the least senior officer if the School Resource Officer (SRO) position is eliminated.
12. The School Resource Officer (SRO) will be assigned in the school for a two (2) year term. The SRO, with the approval of the School District Administrator and the Chief of Police shall have the option to re-apply for an additional term after the first 2 years have expired.
13. Every effort will be made to return the SRO back to their preferred assigned shift when school is not in session between June-August. When the SRO's 2-year assignment has expired every effort will be made to return the officer to their previously assigned shift.
14. The SRO has the ability to work OT shifts /Holidays w/ Holiday pay) and Grant Shifts

15. If SRO takes a day off, it could be filled with a full-time officer.

16. Should the SRO program be eliminated after the first term, that officer will be retained by the Village of Williams Bay.

17. The SRO may be required by the Chief of Police to attend specialized training.

ARTICLE XXVII-DURATION

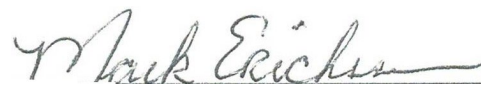
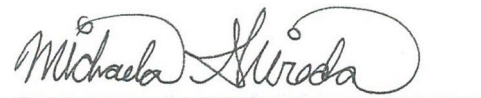
This Agreement shall become effective January 1, 2023 and shall remain in full force and effect up to and including December 31, 2025 and shall continue in full force and effect thereafter from year to year, unless written notice is given by either party at least 180 days prior to a termination date.

DATED this ~~10~~ day of ~~October~~ 0c110'02.c ~~2022~~ 2025

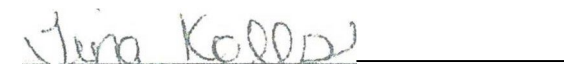
VILLAGE OF WILLIAMS BAY

ASSOCIATION


Village Resident

Attest:


Village Clerk




WPPA/LEER Representative

APPENDIX "A"

Effective January 1, 2023 (4.00 % increase)

	<u>Yearly</u>	<u>Hourly</u>
Starting patrol officer without certification	\$60,356.05	\$30.31
Starting patrol officer with certification	\$61,803.37	\$31.03
Grade 1 (After 1 year)	\$66,317.19	\$33.27
Grade 2 (After 2 years)	\$69,274.07	\$34.79
Grade 3 (After 3 years)	\$73,371.16	\$36.87
Grade 4 (After 4 years)	\$74,876.77	\$37.62

Sergeant	\$80,450.89	\$40.40
----------	-------------	---------

Effective January 1, 2024 (3.50% increase)

Starting patrol officer without certification	\$62,468.51	\$31.37
Starting patrol officer with certification	\$63,966.49	\$32.12
Grade 1 (After 1 year)	\$68,638.29	\$34.43
Grade 2 (After 2 years)	\$71,698.66	\$36.01
Grade 3 (After 3 years)	\$75,939.15	\$38.16
Grade 4 (After 4 years)	\$77,497.46	\$38.94

Sergeant	\$83,266.67	\$41.82
----------	-------------	---------

Effective January 1, 2025 (3.00% increase)

Starting patrol officer without certification	\$64,342.56	\$32.31
Starting patrol officer with certification	\$65,885.48	\$33.08
Grade 1 (After 1 year)	\$70,697.44	\$35.46
Grade 2 (After 2 years)	\$73,849.62	\$37.09
Grade 3 (After 3 years)	\$78,217.32	\$39.30
Grade 4 (After 4 years)	\$79,822.38	\$40.11

Sergeant	\$85,764.67	\$43.07
----------	-------------	---------

	Effective Jan. 1, 2026		Effective Jan 1, 2027		Effective Jan 1, 2028	
Wage increase	3.00%		3.00%		4.00%	
	Yearly	Hourly	Yearly	Hourly	Yearly	Hourly
Start Patrol w/o cert	\$66,272.84	\$33.29	\$68,261.02	\$34.28	\$70,991.46	\$35.66
Start Patrol w/ cert	\$67,862.04	\$34.08	\$69,897.91	\$35.11	\$72,693.82	\$36.51
Grade 1 (after 1 year)	\$72,818.36	\$36.57	\$75,002.91	\$37.67	\$78,003.03	\$39.18

Grade 2 (after 2 years)	\$76,065.11	\$38.20	\$78,347.06	\$39.35	\$81,480.94	\$40.92
Grade 3 (after 3 years)	\$80,563.84	\$40.46	\$82,980.75	\$41.68	\$86,299.98	\$43.35
Grade 4 (after 4 years)	\$82,217.05	\$41.29	\$84,683.56	\$42.53	\$88,070.91	\$44.23
Sergeant	\$85,764.67	\$43.08	\$88,337.61	\$44.37	\$91,871.11	\$46.14

Starting Investigator will be paid his present Grade plus 2%

Starting Sergeant will be paid his present Grade plus 4%

APPENDIX "B"

<u>Item</u>	<u>Quantity</u>
Summer Shirts	3
Winter Shirts	3
Trousers	3
Neck Ties	2
Winter Coat	1
Vest (non-ballistic)	1
Jacket (Spring/Fall)	1
Summer Ball Cap (optional)	1
Winter Ball Cap (optional)	1

Equipment issued and owned by and to be returned to the Village

Shirt Badge	2
Collar Insignia/Set	1
Name Tag	1
Department Identification Card	1
Hand Cuffs	1

The following items may be purchased from the clothing allowance with prior approval from the Chief of Police.

Gun Belt
 Holster
 Ammunition Pouch
 Handcuff Case
 Uniform Shoes & Boots
 Handcuffs
 Batons
 Flashlights
 Turtleneck Undershirts
 Turtleneck Dickey
 Gloves-Summer & Winter
 Squad Bags
 Trigger Lock for Service Weapons
 Sunglasses

Other Belt accessories that are approved for duty use by the Chief of Police
 Other personal equipment used during the course of employment.

David Lothspeich

To: 22 Events
Subject: RE: Proposed Lake Geneva Marathon - Need for Information

From: 22 Events <22eventslive@gmail.com>
Sent: Wednesday, October 29, 2025 1:27 PM
To: David Lothspeich <admin@vi.williamsbay.wi.gov>
Cc: Justin Timm <chief@vi.williamsbay.wi.gov>; Tina Kolls <clerk@vi.williamsbay.wi.gov>; Cicily Fortin <cicilytrimpe@gmail.com>
Subject: Re: Proposed Lake Geneva Marathon - Need for Information

Hi Dave.

I have also attached a proposed course map: <https://www.plotaroute.com/route/2793798>

As it pertains to Williams Bay, the route brings runners against traffic on North Lake Shore Drive, before turning right onto West Geneva Street where runners will run WITH traffic on the shoulder, before jumping on the Lake Geneva Shore Path. There is a timeline included within the attached map which shows first/final runners. We have yet to work on an aid station schedule, though we will more than likely place one along the path near the boat launch.

This route would have us on Hwy 50 for 1.3 miles. We would likely want/need the right lane closed for a few hours with runners running WITH traffic. The Sheriff's Dept preferred this over crossing 50 twice. Any thoughts and/or ideas with this would be appreciated.

We have driven, ridden and run this loop over and over. There are a few precarious spots indeed, though nothing that we can't overcome with an abundance of volunteers and signage to ensure safety for all entrants.

As we talk numbers, we're speculating. The old LG Marathon never really brought in a large crowd, though we believe this race could be/should be a bigger deal, though maybe we're being overly optimistic.

Need anything else from me, please reach out!

Derek
651.337.0177

Derek Lindstrom
Owner | Event Director
22 Events LIVE, LLC
Race & Event Management
651.336.0177



Lake Geneva Marathon - 2026

ROUTE INFORMATION

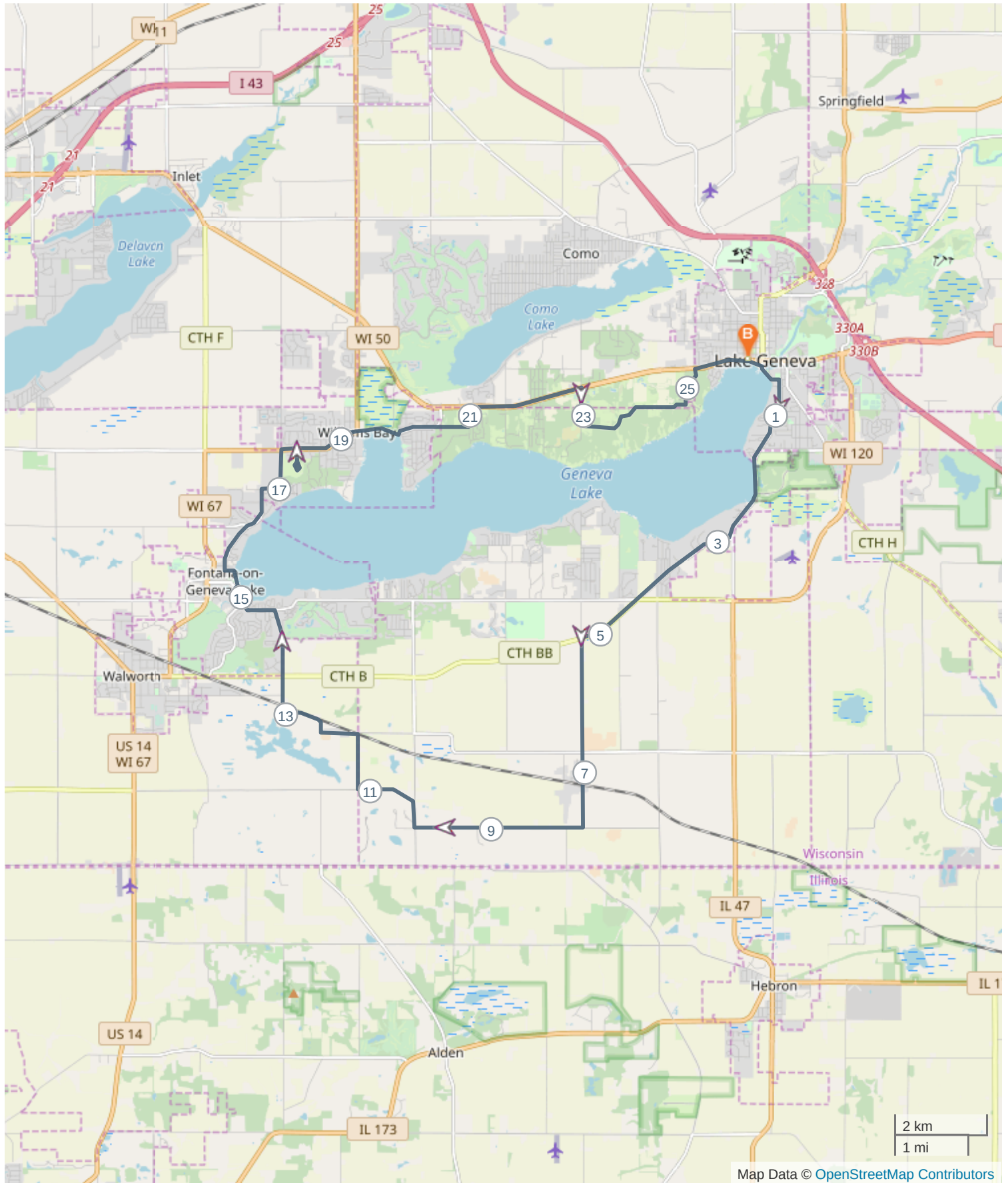


ROUTE LENGTH	26.029 miles
ASCENT	1555 ft
DESCENT	1551 ft
HILLS	⬆ 38.1% ⬇ 39.1% ➡ 22.8%
TERRAIN	Road 🏠
START	LAT: 42.591423, LNG: -88.438492



NOTES

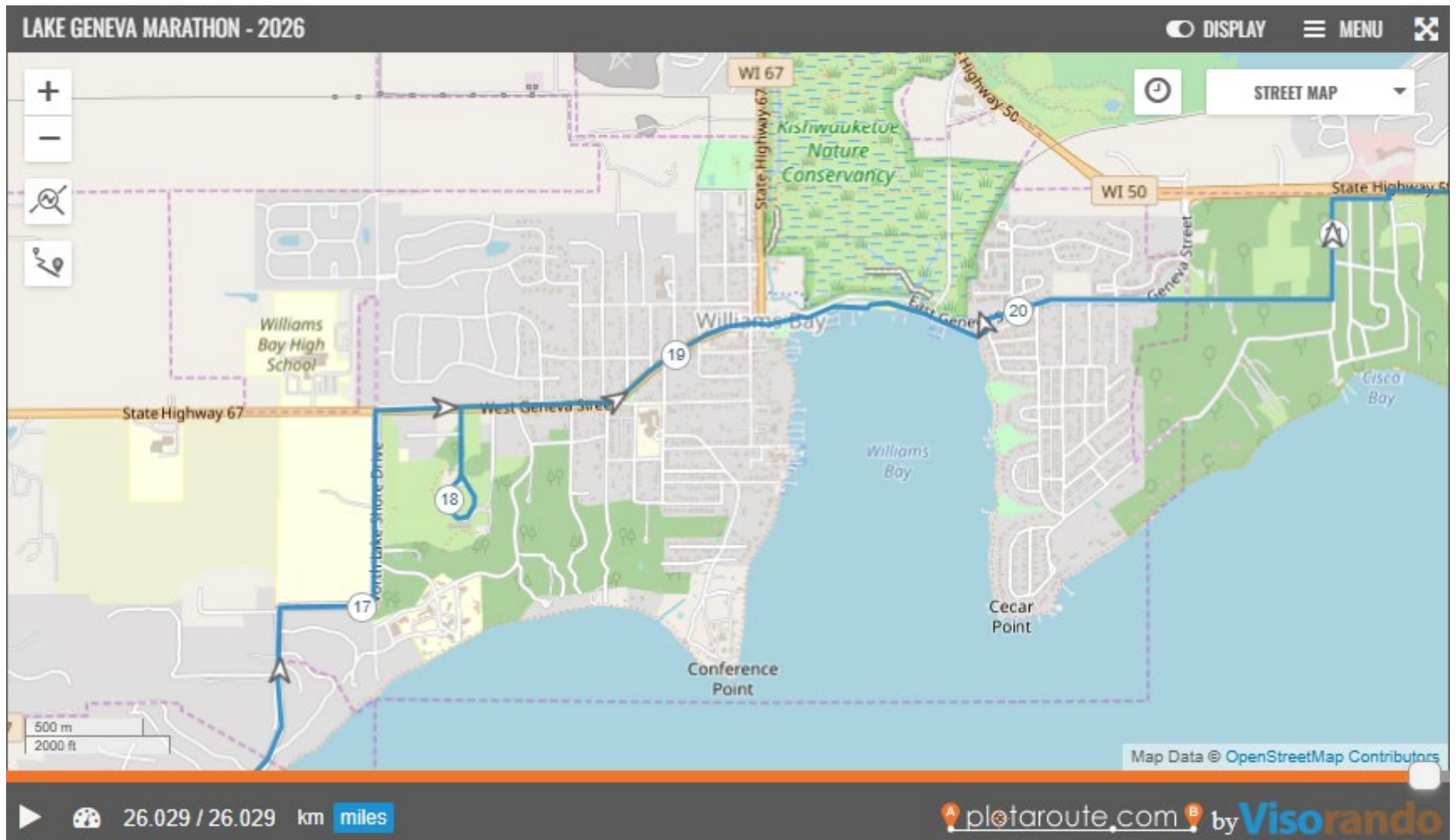
Lake Geneva Marathon - 2026

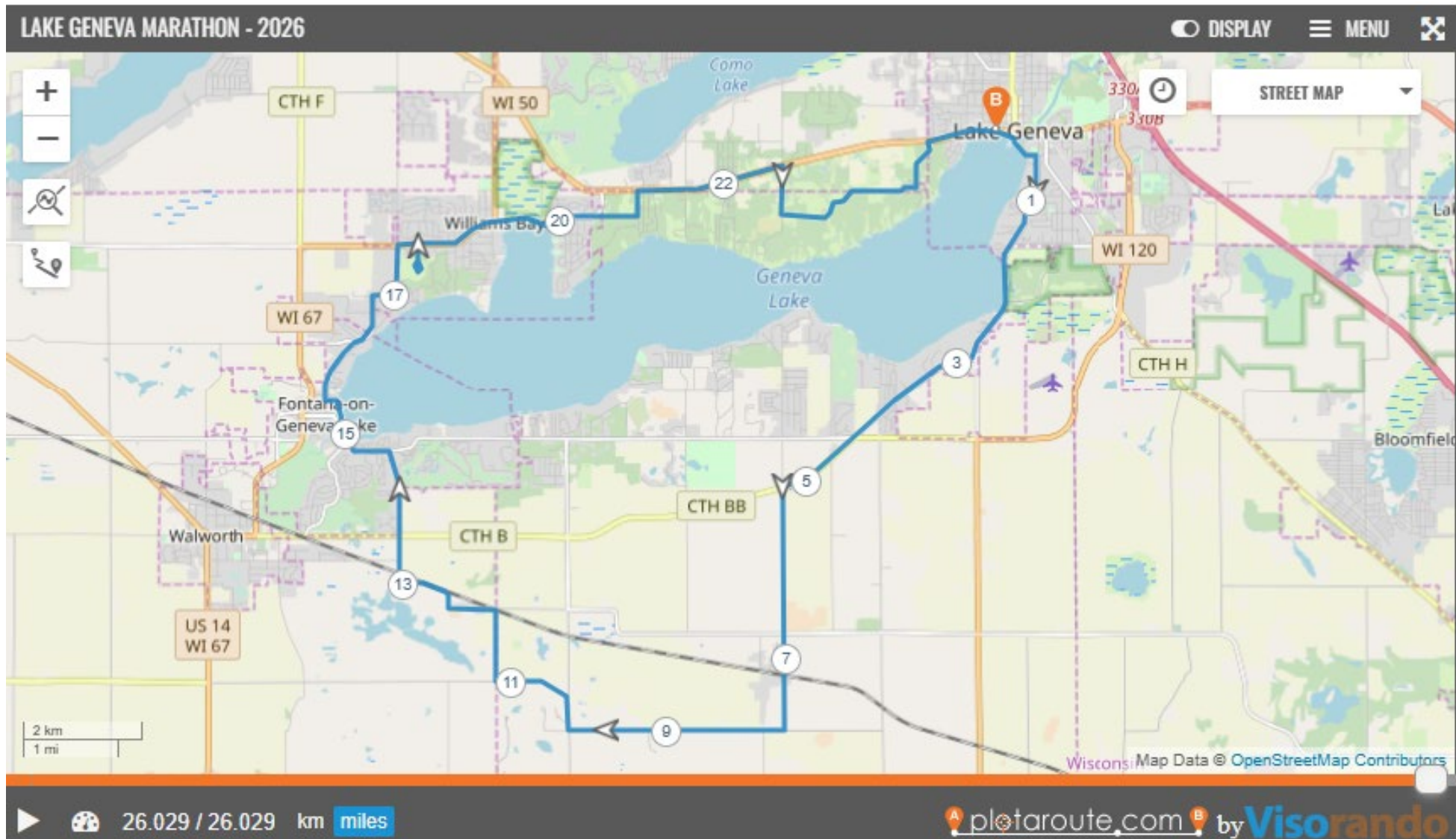


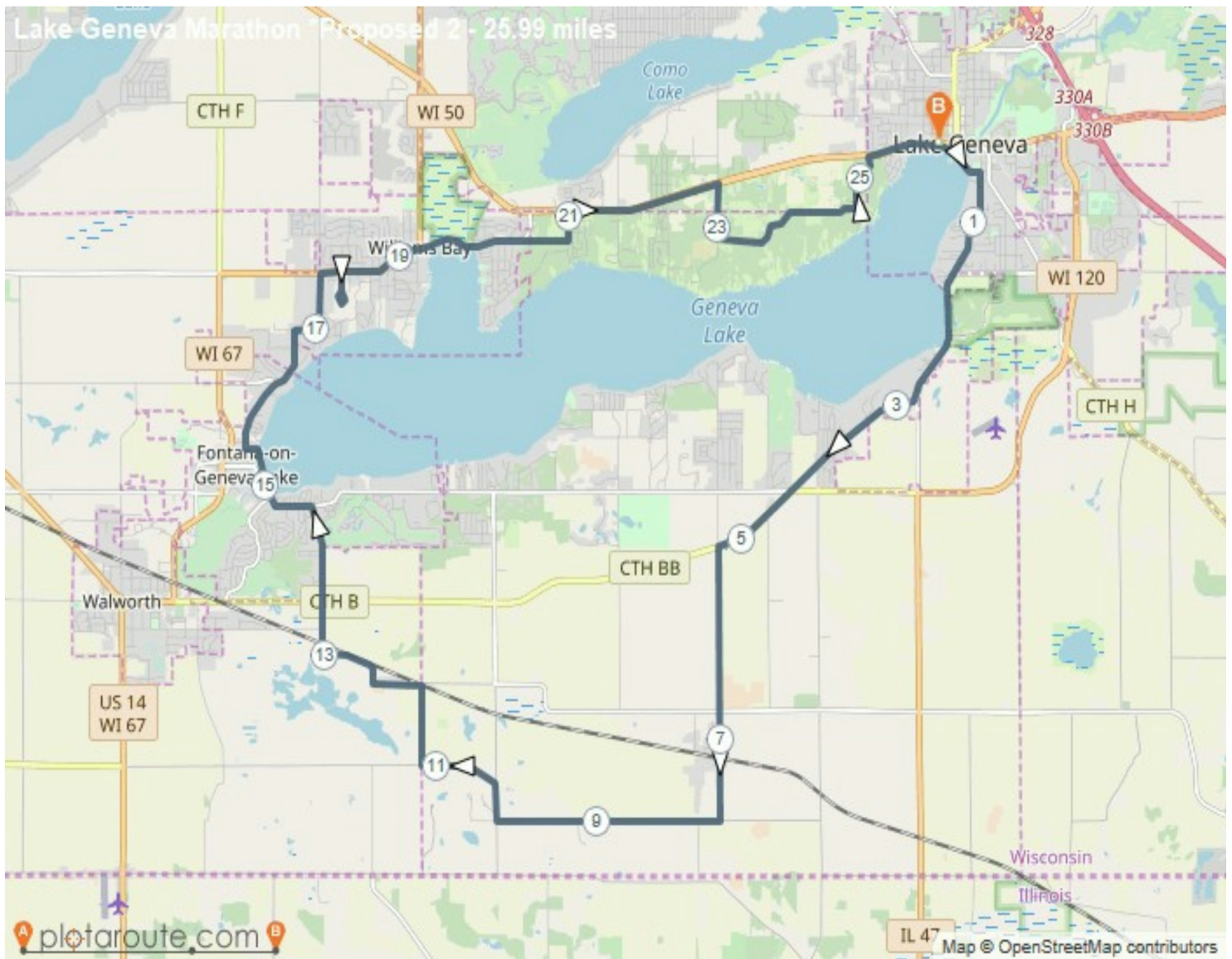
ROUTE DIRECTIONS

No	Miles	Turn	Directions
1	0.033		Keep right
2	0.074	←	Turn left
3	0.082	→	Turn right onto Wrigley Drive
4	0.183	↗	Turn slight right onto Wrigley Drive
5	0.508	→	Turn right onto South Lake Shore Drive
6	2.622		Keep right onto South Lake Shore Drive
7	5.245	←	Turn left onto Zenda Road
8	7.754	→	Turn right onto Mohawk Road
9	10.006	→	Turn right onto Swamp Angel Road
10	10.348	←	Turn left onto Lakeville Road
11	11.128	→	Turn right onto Linn Walworth Road
12	11.850	←	Turn left onto Cobblestone Road
13	14.401	←	Turn left onto South Lake Shore Drive
14	14.890		Keep right onto South Lake Shore Drive
15	15.104	↘	Turn sharp right onto Lake Street
16	15.491	→	Turn right onto North Lake Shore Drive
17	17.536	→	Turn right onto West Geneva Street
18	17.756	→	Turn right onto Observatory Place
19	17.930	↗	Keep right onto Observatory Place
20	18.104		Keep left onto Observatory Place
21	18.187		Keep right onto Observatory Place
22	18.386	→	Turn right onto West Geneva Street
23	18.770	→	Turn right onto Stam Street
24	18.782	→	Turn right onto West Geneva Street
25	19.257	←	Turn left
26	19.372	←	Turn left
27	19.380	→	Turn right
28	19.461	←	Turn left onto Lake Geneva Shore Path
29	19.877	↙	Turn sharp left
30	19.903	→	Turn right
31	19.915	↗	Turn slight right onto East Geneva Street
32	20.328		Keep right onto Laurel Street
33	20.826	←	Turn left onto Knollwood Drive
34	21.087	→	Turn right onto Access Road
35	21.235	←	Turn left onto Cisco Road

No	Miles	Turn	Directions
36	21.259	➔	Turn right onto State Highway 50
37	22.646	➔	Turn right onto Snake Road
38	23.161	↖	Keep left onto Snake Road
39	25.305	➔	Turn right onto West Main Street
40	25.466	➔	Turn right onto Lake View Drive
41	25.960		Keep right
42	26.028	←	Turn left
43	26.029		FINISH







*PROPOSED ROUTE – Plotaroute map address:
<https://www.plotaroute.com/route/2793798>

Mile 17.25 – North Lake Shore Drive | West Geneva St.

First runner – 9:16 am

Final runner – 12:06 pm

Mile 19.25 – West Geneva St. | Highway 67

First runner – 9:27 am

Final runner – 12:38 pm

Williams Bay



LAKE GENEVA

MARATHON | HALF MARATHON

Williams Bay

Lake Geneva Marathon | Half Marathon
Saturday, October 17th, 2026
7:30 AM Start*

David Lothspeich

To: Mary Bartholomew
Cc: Tina Kolls; Adam Jaramillo
Subject: RE: Welcome to Connect Communities!

From: WEDC Downtown <wedcdowntown@wedc.org>
Sent: Wednesday, November 12, 2025 2:03 PM
Subject: Welcome to Connect Communities!

Welcome to the Connect Communities program! This welcome package includes everything you will need to get started and be successful in the program. Other attachments included in this welcome email include:

- A welcome letter and suggested next steps for engaging with the program
- An one-pager outlining services available to Connect Communities districts
- An introduction guide to the various Main Street resources, including some suggestions for getting started
- A press release that you can adapt and use locally to announce the good news to your community.
- A copy of the end of year survey that you will need to complete as part of the program (you can start now, but the more data you can collect, the better, as we will provide an infographic for you highlighting your local achievements). You will find that keeping track of data as you go is much easier than trying to remember after the fact.

Some upcoming training dates you might want to put on the calendar (for a complete list of upcoming sessions, visit the Wisconsin Main Street Facebook page)

- **Webinar: Bridging Generational Gaps in Volunteering:** Dec 2, noon
Register: <https://click.email.wedc.org/?qs=d2064f3bcd8e83a9be624562a108390d8bcd07bedb26a4a75fff39182aa0e451758ab6988b17e099d69568a5b8db3bdecf81cdf275b4b615120d068128ac6cf7>
- **Webinar: Navigating Tough Talks - Mastering Difficult Conversations:** Jan 13, noon:
Register: <https://click.email.wedc.org/?qs=d2064f3bcd8e83a9e064639d9ce5e65b1d7186400ceb5136eafe2fc43c176dbadb5e3c1ce3b18db47c5e9bcee4abf24844b4d531de693caf4ecc0d90cdcbfe63>
- **Roundtable Discussion Group: Jan 21, New Richmond, 9 am - noon.**

Register: [In Person - Roundtable Discussion Group | Meeting-Join | Microsoft Teams](#)
- **Main Street Orientation:** Jan 22, Clintonville, 9 am - 3:30 pm.

Register: [In Person - Main Street Orientation | Meeting-Join | Microsoft Teams](#)
- **Webinar: Engaging Youth on Main Street:** Jan 28, noon.

Register: [Webinar - Engaging Youth on Main Street | Meeting-Join | Microsoft Teams](#)
- **Harnessing AI Responsibly - Best Practices in Community Development:** Feb 3, noon.

Register: [Webinar - Harnessing AI Responsibly: Best Practices for using Artificial Intelligence in Community Initiatives | Meeting-Join | Microsoft Teams](#)

- **Community Branding & Marketing Workshop:** Feb 25 - Ripon, 9am- 4 pm.

Register: [Branding & Marketing Workshop - In Person, Ripon, WI | Meeting-Join | Microsoft Teams](#)

- **Main Street Awards Event:** Wausau, 3 pm - 6 pm.

Registration coming in January

Errin Welty, CEcD, EDFP
Senior Downtown Development Director
Wisconsin Economic Development Corporation
errin.welty@wedc.org
608.210.6832

WILLIAMS BAY PIER BID RESULTS SUMMARY:

11/21/2025

Project A Municipal/Launch/Swim Piers			
AUSTIN			
Year	Install	Remove	Total
1	\$14,800	\$10,200	\$25,000
2	\$14,800	\$10,200	\$25,000
3	\$14,800	\$10,200	\$25,000
			<u>\$75,000</u>
LG Pier Co			
Year	Install	Remove	Total
1	\$10,400	\$10,400	\$20,800
2	\$10,712	\$10,712	\$21,424
3	\$11,033	\$11,033	\$22,066
			<u>\$64,290</u>

Difference

(\$10,710)

Project B East/West/Ramp												
GAGE												
Year	Pier/Ramp	Install & Remove	# lifts	Lift Install	Each Lift	Lift Remove	Each Lift	Lift to Pier	Each Lift	Lift from Pier	Each Lift	Total
1		61,738	50	14,560	291	14,560	291	5,980	120	5,980	120	102,818
2		64,208	50	15,142	303	15,142	303	6,219	124	6,219	124	106,930
3		66,777	50	15,748	315	15,748	315	6,458	129	6,458	129	111,189
												320,937
LG Pier Co												
Year	Pier/Ramp	Install & Remove	# lifts	Lift Install	Each Lift	Lift Remove	Each Lift	Lift to Pier	Each Lift	Lift from Pier	Each Lift	Total
1		56,000	50	7,500	150	7,500	150	1,250	25	1,250	25	73,500
2		57,680	50	7,500	150	7,500	150	1,250	25	1,250	25	75,180
3		59,410	50	7,500	150	7,500	150	1,250	25	1,250	25	76,910
												225,590

Difference

(\$95,347)

Questions for Pier Companies

- Number of barges
- Number of employees Full Time
- Number of employee Seasonal
- Equipment to move lifts from shore to storage area
- Years in business
- Top 10 customer lifts

PROJECT A – MUNICIPAL, LAUNCH & SWIM PIERS
INSTRUCTIONS TO BIDDERS

SCOPE OF WORK:

The Village of Williams Bay is seeking bids for the annual installation of piers in early Spring, removal of piers in the Fall, repairs of pier components during the boating season and necessary repairs after removal of the piers and prior to Spring installation. PROJECT A includes the Village of Williams Bay Municipal Pier, two (2) Swim Piers located at the Williams Bay beach, two (2) Boat Launch Piers and miscellaneous marker buoys. See attached concept sketch. Bidders are directed to contact Director of Public Works Wayne Edwards at 262-903-1764.

SPECIFIC REQUIREMENTS:

1. **Contractor** will install piers, remove piers and replace any rotten pier components. Replacement pier components will be based on time and material. Contractor must supply a quote and receive prior approval from the Village of Williams Bay prior to the replacement of pier components (Horses, Stringers, Deck Pallets and individual boards).
2. **Municipal Pier** – Pier consists of the main pier and finger piers resulting in twelve (12) boat slips. Pier is to be installed by the twentieth (20) day of open water in the Bay after the Spring thaw. Pier may be removed on or after November 1st of each year. Pier components will be stored on the Williams Bay Beach or other area designated by the Village of Williams Bay.
3. **East and West Swim Piers** – Swim piers will be installed at least one (1) prior to the Memorial Day Weekend and will be removed after Labor Day and prior to October 1 of each year. Pier components will be stored on the Williams Bay Beach or other area designated by the Village of Williams Bay.
4. **Boat Launch Piers (2)** - Piers are to be installed by the twentieth (20) day of open water in the Bay after the Spring thaw. Pier may be removed on or after December 1st of each year. Pier components will be stored on the Williams Bay Beach or other area designated by the Village of Williams Bay.
5. **Eight (8) NO WAKE** buoys placed at the appropriate distance from the Williams Bay shoreline to be installed by the twentieth (20) day of open water in the Bay after the Spring thaw. No wake buoys may be removed when the Boat Launch Piers are removed.
6. **Six (6) SWIM AREA buoys** placed equidistant from each other along the Williams Bay beach area to be placed at the appropriate distance from the swim area at the time of Swim Pier install. Swim area buoys may be removed when the Swim Piers are removed.

MATERIAL SPECIFICATION FOR WOOD PIER CONSTRUCTION:

Contractor will supply all lumber and hardware required for any repairs either during or off season.

1. Deck boards shall be 2x6 Grade #1, or equivalent, Douglas Fir
2. All Deck Pallets shall be constructed of 2x6 Grade #1, or equivalent Douglas Fir
3. Tie boards shall be 2x4 treated lumber
4. All fasteners used in deck pallets shall be galvanized, suitable for use with treated lumber.
5. Tie boards will be 5" in from the outside of the bottom side of the deck pallet and no more than 3/4" from the side of the pallet
6. Six (6) fasteners minimum per 2x6 through the tie board
7. Gap between all deck boards shall be 3/8"
8. All 2x6 will be sanded and painted with two (2) coats of contractor recommended and Village approved white paint/stain
9. Stringers and H Supports shall be constructed of Grade 1, or equivalent, Douglas Fir and shall be designed for the appropriate load

**VILLAGE OF WILLIAMS BAY
BID PROPOSAL FORM
3 YEAR SERVICE CONTRACT
PROJECT A**

VILLIAGE OF WILLIAMS BAY
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191
262-245-2700

PROPOSAL FOR: Project A – Municipal, Launch & Swim Pier Service Contract
Village of Williams Bay
Walworth County, Wisconsin

DATE, TIME & PLACE: 10:00 AM, November 10, 2025, Village Hall 250 Williams Street
Williams Bay, WI 53191

BID:

The undersigned, having familiarized himself/herself with the local conditions affecting the cost of the work, including the Notice to Bidders, Instructions to Bidders, and this Proposal, including any or all addenda thereto, as prepared by the Village of Williams Bay, hereby referred to as Village. Contractor proposes to provide and furnish all labor, materials, necessary tools, equipment, and all utility, transportation and services necessary to install and remove the wooden piers and marker buoys for the amount specified below for the terms of the contract as indicated:

THREE YEAR CONTRACT		
Year	Install/Removal	Maintenance Hourly Rate
2026	\$	\$
2027	\$	\$
2028	\$	\$

Latest Addendum # _____

I hereby certify that all statements herein are made on behalf of _____

_____ (enter name of Corporation, Partnership or Person submitting bid)
and that I have examined and carefully prepared this Proposal from the specifications and that I
have full authority to make such statements and submit this Proposal.

Signature: _____

Date: _____

Title: _____

Respectively submitted,

Company Name: _____

Company Address: _____

Phone: _____

NOTE: Questions may be addressed to the Director of Public Works, Wayne Edwards at:

Phone Number:	262-903-1764
Address:	Village of Williams Bay 250 Williams Street Williams Bay, WI 53191
Email:	wedwards@vi.williamsbay.wi.gov

MUNICIPAL PIER			
		12	21' MAXIMUM BOAT LENGTH - SLIP WIDTH 120"
		11	
		10	
		9	
		8	
		7	
		6	
		5	
		4	
		3	
		2	
		1	
		SHORE	

PROJECT B – EAST and WEST BOAT SLIP PIERS

INSTRUCTIONS TO BIDDERS

SCOPE OF WORK:

The Village of Williams Bay is seeking bids for the annual installation of piers in early Spring, removal of piers in the Fall, repairs of pier components during the boating season and necessary repairs after removal of the piers and prior to Spring installation. PROJECT B includes the Village of Williams Bay East and West Boat Slip Piers, five (5) Ramps located along the Edgewater Park shoreline, installation/removal and transportation of boat lifts that are placed in the East, West and Municipal Piers. See attached concept sketch. Bidders are directed to contact Director of Public Works Wayne Edwards at 262-903-1764.

SPECIFIC REQUIREMENTS:

1. **Contractor** will install piers, remove piers and replace any rotten pier components. Replacement pier components will be based on time and material. Contractor must supply a quote and receive prior approval from the Village of Williams Bay prior to the replacement of pier components (Horses, Stringers, Deck Pallets and individual boards).
2. **East Slip Pier** (see attached document for pier layout) – Pier consists of the north/south main pier (MAIN), two east/west piers (PIER A and PIER B) and finger piers resulting in a total of thirty-nine (39) boat slips. Pier is to be installed by the twentieth (20) day of open water in the Bay after the Spring thaw. Pier may be removed on or after November 1st of each year. Pier components will be stored on the Williams Bay Beach or other area designated by the Village of Williams Bay.
3. **West Slip Pier** (see attached document for pier layout) – Pier consists of the north/south main pier (MAIN), two east/west piers (PIER A and PIER B) and finger piers resulting in a total of thirty-nine (39) boat slips. Pier is to be installed by the twentieth (20) day of open water in the Bay after the Spring thaw. Pier may be removed on or after November 1st of each year. Pier components will be stored on the Williams Bay Beach or other area designated by the Village of Williams Bay.
4. **Five Ramps** – Consisting of preassembled decking to be placed along the shoreline in the area designated by the Village of Williams Bay. Ramps are to be installed by the twentieth (20) day of open water in the Bay after the Spring thaw. Ramps may be removed on or after November 1st of each year. Ramp components will be stored on the Williams Bay shoreline in Edgewater Park or other area as designated by the Village of Williams Bay.
5. **Boat Lifts** – Boat lifts are to be installed in the designated and assigned slips in the Spring of each year not to exceed fourteen (14) days after the East, West and Municipal Slip Piers have been installed. Boat Lifts will be removed on or after November 1st of each year. Contractor shall be responsible for moving boat lifts to/from the Village of Williams Bay storage area. Contractor shall bid a fixed cost for installation, removal and transportation for boat lifts irrespective of size or construction.

MATERIAL SPECIFICATION FOR WOOD PIER CONSTRUCTION:

Contractor will supply all lumber and hardware required for any repairs either during or off season.

1. Deck boards shall be 2x6 Grade #1, or equivalent, Douglas Fir
2. All Deck Pallets shall be constructed of 2x6 Grade #1, or equivalent Douglas Fir
3. Tie boards shall be 2x4 treated lumber
4. All fasteners used in deck pallets shall be galvanized, suitable for use with treated lumber.
5. Tie boards will be 5" in from the outside of the bottom side of the deck pallet and no more than $\frac{3}{4}$ " from the side of the pallet
6. Six (6) fasteners minimum per 2x6 through the tie board
7. Gap between all deck boards shall be $\frac{3}{8}$ "
8. All 2x6 will be sanded and painted with two (2) coats of contractor recommended and Village approved white paint/stain
9. Stringers and H Supports shall be constructed of Grade 1, or equivalent, Douglas Fir and shall be designed for the appropriate load

VILLAGE OF WILLIAMS BAY BID PROPOSAL FORM 3 YEAR SERVICE CONTRACT PROJECT B

VILLAGE OF WILLIAMS BAY
 250 WILLIAMS STREET
 WILLIAMS BAY, WI 53191
 262-245-2700

PROPOSAL FOR: Project B – East and West Boat Slip Pier Service Contract
 Village of Williams Bay
 Walworth County, Wisconsin

DATE, TIME & PLACE: 10:00 AM, November 10, 2025, Village Hall 250 Williams Street
 Williams Bay, WI 53191

BID:

The undersigned, having familiarized himself/herself with the local conditions affecting the cost of the work, including the Notice to Bidders, Instructions to Bidders, and this Proposal, including any or all addenda thereto, as prepared by the Village of Williams Bay, hereby referred to as Village. Contractor proposes to provide and furnish all labor, materials, necessary tools, equipment, and all utility, transportation and services necessary to install and remove the wooden piers and marker buoys for the amount specified below for the terms of the contract as indicated:

THREE YEAR CONTRACT

Year	Pier/Ramp install & remove	Boat Lift Spring Install	Boat Lift Fall Removal	Boat Lift Transport to Pier	Boat Lift Transport from pier	Total Annual \$
2026	\$	\$	\$	\$	\$	\$
2027	\$	\$	\$	\$	\$	\$
2028	\$	\$	\$	\$	\$	\$

Latest Addendum Issued: _____

I hereby certify that all statements herein are made on behalf of _____

_____ (enter name of Corporation, Partnership or Person submitting bid)
and that I have examined and carefully prepared this Proposal from the specifications and that I
have full authority to make such statements and submit this Proposal.

Signature: _____

Date: _____

Title: _____

Respectively submitted,

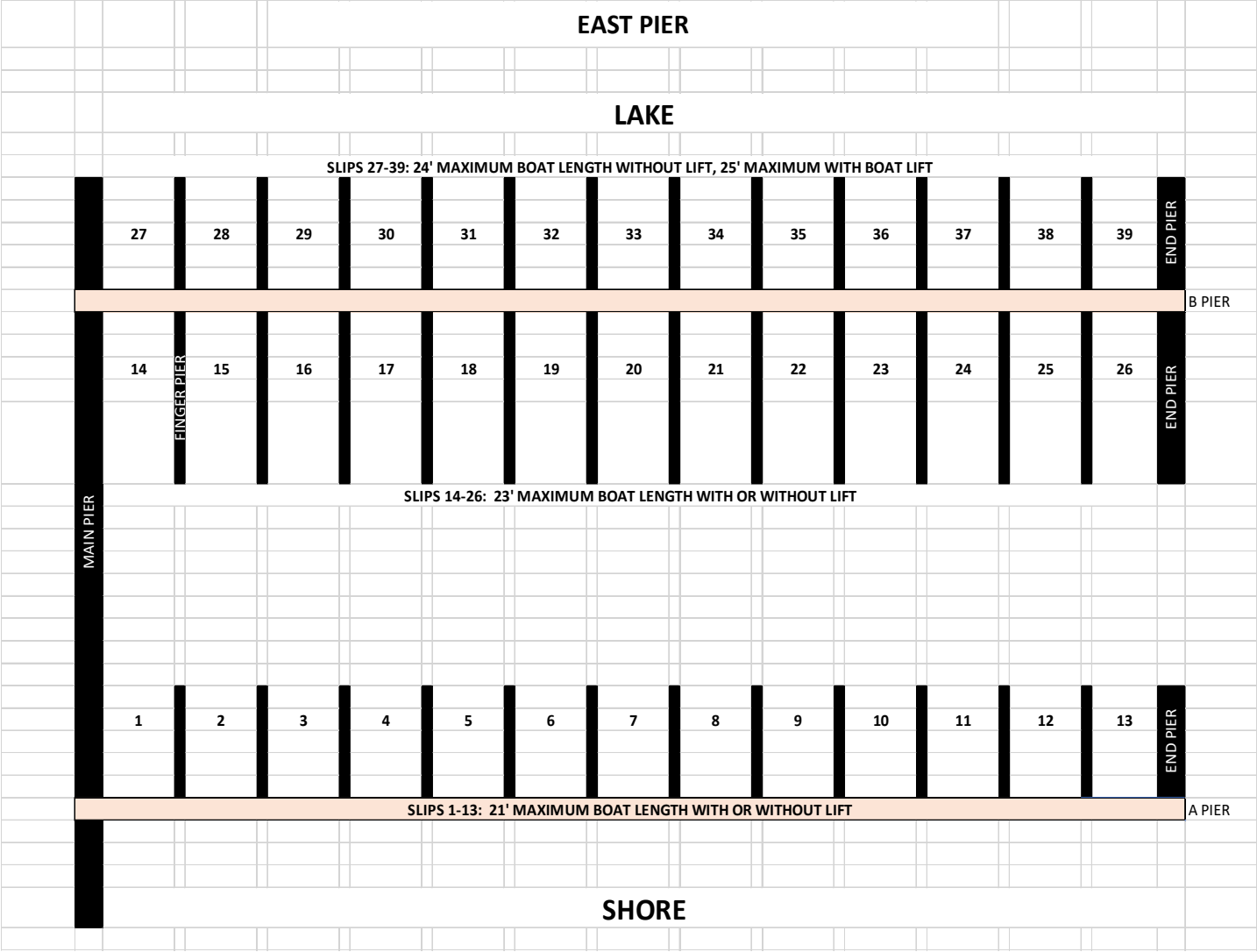
Company Name: _____

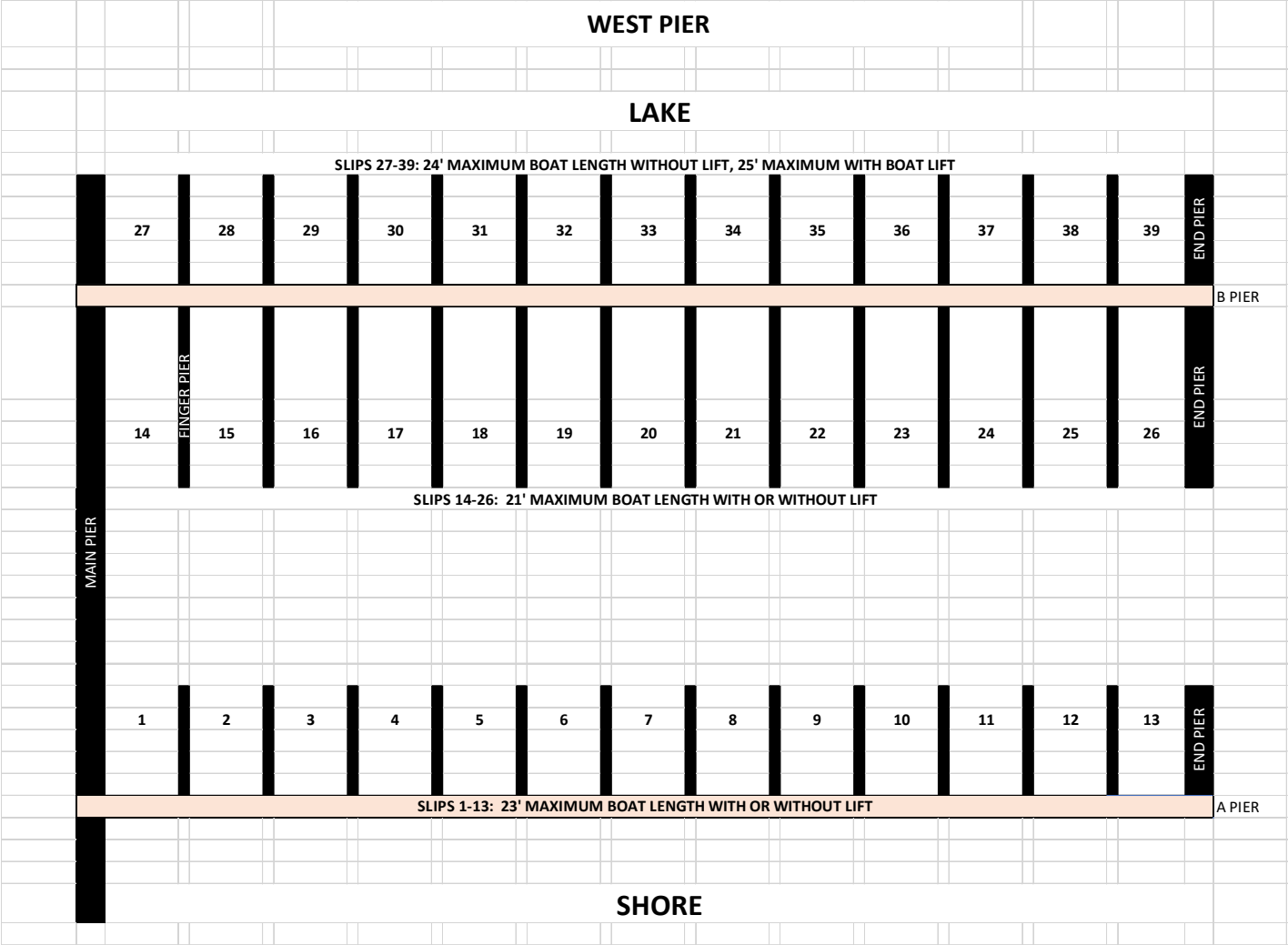
Company Address: _____

Phone: _____

NOTE: Questions may be addressed to the Director of Public Works, Wayne Edwards at:

Phone Number:	262-903-1764
Address:	Village of Williams Bay 250 Williams Street Williams Bay, WI 53191
Email:	wedwards@vi.williamsbay.wi.gov





09/29/2025

**VILLAGE OF WILLIAMS BAY, WI
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191**

NOTICE TO BIDDERS – ANNUAL PIER CONTRACT

GENERAL:

The Village of Williams Bay, WI is seeking bids for the annual installation of pier systems, removal of pier systems, repair and maintenance of these pier systems and placement of certain buoys. Williams Bay provides multiple piers for boat slips, boat launching and swimming. The bid is separated into two (2) distinct annual projects; Project A and Project B. Contractors may bid on both projects or a single project.

Successful contractor must provide copies of Worker's Compensation, Public Liability and Property Damage insurance to the limits outlined in the Bid Documents. Successful contractor shall hold the Village of Williams Bay harmless from all damages occurring from his/her acts or negligence or that of his/her agents, employees or workers.

The Village of Williams Bay is exempt from both Federal excise tax and WI State sales tax. Bid amounts for the direct purchase of materials should not include either Federal or State taxes. Tax exempt certificates will be supplied to the contractor upon awarding of a contract.

Bid Proposals will be on the form included with Bid Documents and must be signed by an authorized company executive, placed in a sealed envelope with the following information on the outside of the envelope:

Contractor's Company Name
Project Number or Numbers
Date of submittal (if hand delivered)

All mailed bids should be addressed to the Village Clerk, Village of Williams Bay and proposals must be postmarked and received prior to the opening of the sealed bids.

Sealed bids will be opened at 10:00am on Monday, November 10, 2025, at the Williams Bay Village Hall located at 250 Williams Street, Williams Bay, WI 53191.

For additional information or clarification of any bid requirements, please contact the Williams Bay Village Administrator at 262-245-2700.

BID SECURITY:

A bid bond is required for a minimum value of ten (10) percent of the year one bid amount.

CONTRACT SECURITY:

Performance and Payment Bonds are NOT required for either project, but no payment will be made without final lien waiver. Bonds may enable partial payment.

LEGAL PROVISIONS:

Letting of the work described herein is subject to the provisions of Section 62.15, 66.0901 and 66.0903 of the Wisconsin State Statutes and all applicable local, state and federal requirements pertaining to public works projects.

PREVAILING WAGE RATES:

This project is not subject to Wisconsin State Statutes which requires all Contractors and Subcontractors to comply with the prevailing wage rates, hours of labor and hourly basic pay rates in all trades contemplated as determined by the Wisconsin Department of Workforce Development.

BID REJECTION/ACCEPTANCE:

The Village reserves the right to reject any or all bids, waive or not waive any informality in the bids received and to accept any proposal, which they deem most favorable to the interests of the Village. The acceptance or rejection of any bid submitted is final and binding on all bidders without recourse by rejected bidders against the Village. **No Bid shall be withdrawn for a period of sixty (60) days after the opening of the Bids without the consent of the Village.**

CONTRACT TERM:

Contract for the services outlined in this agreement will be three years, commencing on January 1, 2026, or on the date the contract is signed, and concluding on December 31, 2029.

INSURANCE AND HOLD HARMLESS:

Contractor will provide its own insurance for liability, \$1,000,000 and \$1,000,000 personal injury and deliver to the Village of Williams Bay evidence of such coverage during the term of the Service Contract. Contractor shall indemnify and hold the Village harmless for any damage caused by its employees' negligent or intentional acts and whether those acts cause property damage or personal injury. Contractor shall provide workers' compensation insurance for all employees or otherwise meet the statutory requirements for a self-insured employer. Contractor shall deliver to the Village evidence of such covering during the Service Contract. Contractor agrees to abide by all statutory and administrative rules promulgated by the State of Wisconsin or its subdivision in carrying out the services of the Service Contract, including but not limited to the Wisconsin Department of Natural Resources. Failure to abide by any such rules will be deemed a serious breach of the contract and the Village may declare the contract void upon such violation.

PERMITS:

Contractor is responsible for obtaining any necessary permits. The Village of Williams Bay will waive fees associated with Permits, Boat Launch and overnight docking of contractor watercraft on Village property while undertaking Village related projects.

PAYMENT FOR SERVICES:

For installation / removal; Sixty Percent (60%) of the annual payment shall be made by the 30th day after receipt of invoice for completion and after Village acceptance of the work for Spring Installations. Balance of Forty Percent (40%) shall be due by the 30th day after receipt of invoice for completion and after Village acceptance of Fall removals. Maintenance services payment shall be made thirty days (30 days) after receipt of invoice(s) for completion of Village approved maintenance work.

10/8/2025

PIER CONTRACTOR'S LIST

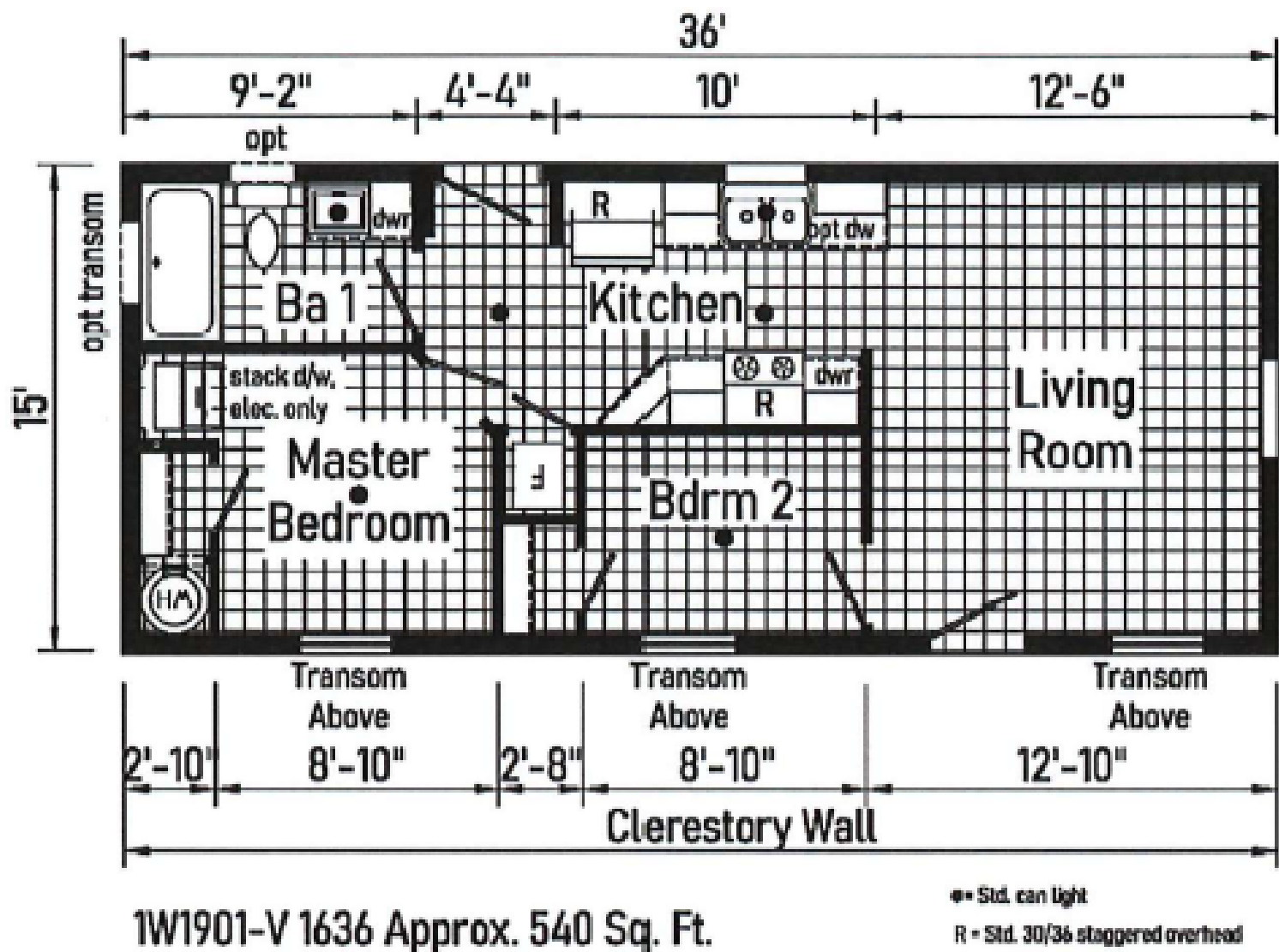
First Name	Last Name	Company Name	Street	City	State	Zip Code
		Action Pier	5909 392nd Ave	Burlington	WI	53105
Darrell	Frederick	Austin Pier	N1398 US 14	Walworth	WI	53184
Ryan	Bruce	Bruceski's Marine	2313 River Rd	McHenry	IL	60051
General	Manager	Complete Pier	1948 Byrnes St	East Troy	WI	53120
Taylor	Quist	Elite Pier	W3786 Forest Glenn St	Zenda	WI	53147
Peter	Wall	Forever Pier	504 Nathan Ln	Elkhorn	WI	53121
Dave	Freese	Gage Marine	1 Liechty Dr,	Williams Bay	WI	53191
Scott	Grunow	Lake Geneva Pier Company	700 Veterans Pkwy	Lake Geneva	WI	53147
		Lakeshore Pier Service	700 S 3rd St	Palmyra	WI	53156
		Muskego Dock & Lift	616 Grand Ave	Mukwonago	WI	53150
Jeff	Reed	Reed's Construction	W3199 S Lake Shore Dr	Lake Geneva	WI	53147
General	Manager	Summerset Pier	W3128 Highway 59	Whitewater	WI	53190

Possible Locations for A Temporary EMS Quarters Housing Unit



Possible Locations for A Temporary EMS Quarters Housing Unit

Figure.7





VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

UNOFFICIAL MINUTES BUILDING, ZONING & ORDINANCES COMMITTEE MEETING 11-5-2025 MEETING

WEDNESDAY, NOVEMBER 5, 2025 AT 6:30 PM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee Franzen called the meeting to order at 06:30pm.

II. Roll Call

Present: Trustees Susan Franzen, George Vlach, and Steven Russell

Also Present: President Jaramillo, Trustees Bartholomew and Umans, Administrator Lothspeich, Clerk Kolls

III. Public Comments

There were no public comments.

IV. Discussion and Possible Action on Revising Existing Village Ordinance Chapter 205, Article III Short-Term Rental and 390-0310M Tourist Rooming House to improve efficiencies and address safety and compliance requirements

The Committee discussed possible revisions to the existing Village Ordinance Chapter 205, Article III Short-Term Rental and 390-0310M Tourist Rooming House. The Committee agreed to move forward with sending recommendations to the Village Attorney, so a Draft Ordinance can be created.

V. Adjourn

The motion to adjourn was initiated by Trustee Franzen and seconded by Trustee Vlach at 07:25pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

These are not official Minutes until approved by the Governing Body.

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN VILLAGE OF WILLIAMS BAY, WISCONSIN
AND SAFEbuilt WISCONSIN, LLC**

This Professional Services Agreement ("Agreement") is made and entered into by and between Village of Williams Bay, Wisconsin, ("Municipality") and SAFEbuilt Wisconsin, LLC, a wholly owned subsidiary of SAFEbuilt, LLC, ("Consultant"). Municipality and Consultant shall be jointly referred to as "Parties".

RECITALS

WHEREAS, Municipality is seeking a consultant to perform the services listed in Exhibit A – List of Services, ("Services"); and

WHEREAS, Consultant is ready, willing, and able to perform Services.

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, Municipality and Consultant agree as follows:

1. SCOPE OF SERVICES

Consultant will perform Services in accordance with codes, amendments and ordinances adopted by the elected body of Municipality. The qualified professionals employed by Consultant will maintain current certifications, certificates, licenses as required for Services that they provide to Municipality. Consultant is not obligated to perform services beyond what is contemplated by this Agreement.

Consultant shall provide the Services using Community Core Solutions hardware and software package in accordance with the provisions of Exhibit C.

2. CHANGES TO SCOPE OF SERVICES

Any changes to Services between Municipality and Consultant shall be made in writing that shall specifically designate changes in Service levels and compensation for Services. Both Parties shall determine a mutually agreed upon solution to alter services levels and a transitional timeframe that is mutually beneficial to both Parties. No changes shall be binding absent a written Agreement or Amendment executed by both Parties.

3. FEE STRUCTURE

In consideration of Consultant providing services, Municipality shall pay Consultant for Services performed in accordance with Exhibit B – Fee Schedule for Services.

4. INVOICE & PAYMENT STRUCTURE

Consultant will invoice Municipality as SAFEbuilt, LLC, on a monthly basis and provide all necessary supporting documentation. All payments are due to Consultant within 30 days of Consultant's invoice date. Payments owed to Consultant but not made within sixty (60) days of invoice date shall bear simple interest at the rate of one and one-half percent (1.5%) per month. If payment is not received within ninety (90) days of invoice date, Services will be discontinued until all invoices and interest are paid in full. Municipality may request, and Consultant shall provide, additional information before approving the invoice. When additional information is requested Municipality will identify specific disputed item(s) and give specific reasons for any request. Undisputed portions of any invoice shall be due within 30 days of Consultants invoice date, if additional information is requested, Municipality will submit payment within thirty (30) days of resolution of the dispute.

5. TERM

This Agreement shall be effective on the latest date on which this Agreement is fully executed by both Parties. The initial term of this Agreement shall be twelve (12) months. Agreement shall automatically renew for subsequent twelve (12) month terms until such time as either Party notifies the other of their desire to terminate this Agreement.

6. TERMINATION

Either Party may terminate this Agreement, or any part of this Agreement upon ninety (90) days written notice, with or without cause and with no penalty or additional cost beyond the rates stated in this Agreement. In case of such termination, Consultant shall be entitled to receive payment for work completed up to and including the date of termination within thirty (30) days of the termination.

All structures that have been permitted, a fee collected, and not yet expired at the time of termination may be completed through final inspection by Consultant if approved by Municipality. Consultant's obligation is met upon completion of final inspection or permit expiration, provided that the time period to reach such completion and finalization does not exceed ninety (90) days. Alternately, Municipality may exercise the option to negotiate a refund for permits where a fee has been collected but inspections have not been completed. The refund will be prorated according to percent of completed construction as determined by Consultant and mutually agreed upon by all Parties. No refund will be given for completed work.

7. FISCAL NON-APPROPRIATION CLAUSE

Financial obligations of Municipality payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available in accordance with the rules, regulations, and resolutions of Municipality, and other applicable law. Upon the failure to appropriate such funds, this Agreement shall be terminated.

8. MUNICIPALITY OBLIGATIONS

Municipality shall timely provide all data information, plans, specifications and other documentation reasonably required by Consultant to perform Services (Materials). Municipality has the right to grant and hereby grants Consultant a fully paid up, non-exclusive, non-transferable license to use the Materials in accordance with the terms of this Agreement.

9. PERFORMANCE STANDARDS

Consultant shall perform the Services using that degree of care, skill, and professionalism ordinarily exercised under similar circumstances by members of the same profession practicing or performing the substantially same or similar services. Consultant represents to Municipality that Consultant retains employees that possess the skills, knowledge, and abilities to competently, timely, and professionally perform Services in accordance with this Agreement.

10. INDEPENDENT CONTRACTOR

Consultant is an independent contractor, and, except as provided otherwise in this section, neither Consultant, nor any employee or agent thereof, shall be deemed for any reason to be an employee or agent of Municipality. Municipality shall have no liability or responsibility for any direct payment of any salaries, wages, payroll taxes, or any and all other forms or types of compensation or benefits to any personnel performing services for Municipality under this Agreement. Consultant shall be solely responsible for all compensation, benefits, insurance and employment-related rights of any person providing Services hereunder during the course of or arising or accruing as a result of any employment, whether past or present, with Consultant.

Consultant and Municipality agree that Consultant will provide similar service to other clients while under contract with Municipality and Municipality acknowledges that Consultant employees may provide similar services to multiple clients. Consultant shall at its sole discretion assign and reassign qualified employees, as

determined by Consultant, to perform services for Municipality. Municipality may request that a specific employee be assigned to or reassigned from work under this Agreement and Consultant shall consider that request when determining staffing. Consultant shall determine all conditions of employment for its employees, including hours, wages, working conditions, promotion, discipline, hiring and discharge. Consultant exclusively controls the manner, means and methods by which services are provided to Municipality, including attendance at meetings, and Consultant's employees are not subject to the direction and control of Municipality. Except where required by Municipality to use Municipality information technology equipment or when requested to perform the services from office space provided by the Municipality, Consultant employees shall perform the services using Consultant information technology equipment and from such locations as Consultant shall specify. No Consultant employee shall be assigned a Municipal email address as their exclusive email address and any business cards or other IDs shall state that the person is an employee of Consultant or providing Services pursuant to a contractual agreement between Municipality and Consultant.

It is the intention of the Parties that, to the greatest extent permitted by applicable law, Consultant shall be entitled to protection under the doctrines of governmental immunity and governmental contractor immunity, including limitations of liability, to the same extent as Municipality would be in the event that the services provided by Consultant were being provided by Municipality. Nothing in this Agreement shall be deemed a waiver of such protections.

11. ASSIGNMENT

Neither party shall assign all or part of its rights or obligations under this Agreement to another entity without the written approval of both Parties; consent shall not be unreasonably withheld. Notwithstanding the preceding, Consultant may assign this Agreement to its parent, subsidiaries or sister companies (Affiliates) without notice to Municipality. Consultant may subcontract any or all of the services to its Affiliates without notice to Municipality. Consultant may subcontract any or all of the services to other third parties provided that Consultant gives Municipality prior written notice of the persons or entities with which Consultant has subcontracted. Consultant remains responsible for any Affiliate's or subcontractor's performance or failure to perform. Affiliates and subcontractors will be subject to the same performance criteria expected of Consultant. Performance clauses will be included in agreements with all subcontractors to assure quality levels and agreed upon schedules are met.

12. INDEMNIFICATION

To the fullest extent permitted by law, Consultant shall defend, indemnify, and hold harmless Municipality, its elected and appointed officials, employees and volunteers and others working on behalf of Municipality, from and against any and all third-party claims, demands, suits, costs (including reasonable legal costs), expenses, and liabilities ("Claims") alleging personal injury, including bodily injury or death, and/or property damage, but only to the extent that any such Claims are caused by the negligence of Consultant or any officer, employee, representative, or agent of Consultant. Consultant shall have no obligations under this Section to the extent that any Claim arises as a result of Consultants compliance with Municipal law, ordinances, rules, regulations, resolution, executive orders or other instructions received from Municipality.

To the fullest extent permitted by law and without waiver of governmental immunity, Municipality shall defend, indemnify, and hold harmless Consultant, its officers, employees, representatives, and agents, from and against any and all Claims alleging personal injury, including bodily injury or death, and/or property damage, but only to the extent that such Claims are caused by (a) the negligence of, or material breach of any obligation under this Agreement by, Municipality or any officer, employee, representative, or agent of Municipality or (b) Consultant's compliance with Municipal law, ordinances, rules, regulations, resolutions, executive orders or other instructions received from Municipality. If either Party becomes aware of any incident likely to give rise to a Claim under the above indemnities, it shall notify the other and both Parties shall cooperate fully in investigating the incident.

13. LIMITS OF LIABILITY

EXCEPT ONLY AS MAY BE EXPRESSLY SET FORTH HEREIN, CONSULTANT EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ERROR-FREE OPERATION, PERFORMANCE, ACCURACY, OR NON-INFRINGEMENT. EXCEPT TO THE EXTENT ARISING FROM MUNICIPALITY'S PAYMENT OBLIGATIONS FOR SERVICES, IN NO EVENT SHALL CONSULTANT OR MUNICIPALITY BE LIABLE TO ONE ANOTHER FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, RELIANCE, EXEMPLARY, OR SPECIAL DAMAGES INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOST PROFITS, LOST REVENUES, LOST DATA OR OTHER INFORMATION, OR LOST BUSINESS OPPORTUNITY, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, INDEMNITY, NEGLIGENCE, WARRANTY, STRICT LIABILITY, OR TORT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY REMAINING REMEDY. EXCEPT WITH RESPECT TO PAYMENT OBLIGATIONS FOR SERVICES, IN NO EVENT SHALL THE LIABILITY OF MUNICIPALITY OR CONSULTANT UNDER THIS AGREEMENT FROM ANY CAUSE OF ACTION WHATSOEVER (REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER LEGAL THEORY, AND WHETHER ARISING BY NEGLIGENCE, INTENTIONAL CONDUCT, OR OTHERWISE) EXCEED THE GREATER OF THE AMOUNT OF FEES PAID TO CONSULTANT PURSUANT TO THIS AGREEMENT OR THE AVAILABLE LIMITS OF CONSULTANTS INSURANCE (SUCH LIMITS DEFINE MUNICIPAL MAXIMUM LIABILITY TO THE SAME EXTENT AS IF MUNICIPALITY HAD BEEN OBLIGATED TO PURCHASE THE POLICIES).

14. INSURANCE

- A. Consultant shall procure and maintain and shall cause any subcontractor of Consultant to procure and maintain, the minimum insurance coverages listed below throughout the term of this Agreement. Such coverages shall be procured and maintained with forms and insurers acceptable to Municipality. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.
- B. Worker's compensation insurance to cover obligations imposed by applicable law for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of one million dollars (\$1,000,000) bodily injury each accident, one million dollars (\$1,000,000) bodily injury by disease – policy limit, and one million dollars (\$1,000,000) bodily injury by disease – each employee.
- C. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, independent Consultant's, and products. The policy shall contain a severability of interest provision and shall be endorsed to include Municipality and Municipality's officers, employees, and consultants as additional insureds.
- D. Professional liability insurance with minimum limits of one million dollars (\$1,000,000) each claim and two million dollars (\$2,000,000) general aggregate.
- E. Automobile Liability: If performance of this Agreement requires use of motor vehicles licensed for highway use, Automobile Liability Coverage is required that shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.
- F. Municipality shall be named as an additional insured on Consultant's insurance coverage.
- G. Prior to commencement of Services, Consultant shall submit certificates of insurance acceptable to Municipality.

15. THIRD PARTY RELIANCE

This Agreement is intended for the mutual benefit of Parties hereto and no third-party rights are intended or implied.

16. OWNERSHIP OF DOCUMENTS

Except as expressly provided in this Agreement, Municipality shall retain ownership of all Materials and of all work product and deliverables created by Consultant pursuant to this Agreement. The Materials, work product and deliverables shall be used by Consultant solely as provided in this Agreement and for no other purposes without the express prior written consent of Municipality. As between Municipality and Consultant, all work product and deliverables shall become the exclusive property of Municipality when Consultant has been compensated for the same as set forth herein, and Municipality shall thereafter retain sole and exclusive rights to receive and use such materials in such manner and for such purposes as determined by it. Notwithstanding the preceding, Consultant may use the Materials, work product, deliverables, applications, records, documents and other materials provided to perform the Services or resulting from the Services, for purposes of (i) benchmarking of Municipality's and other client's performance relative to that of other groups of customers served by Consultant; (ii) improvement, development marketing and sales of existing and future Consultant services, tools and products; (iii) monitoring Service performance and making improvements to the Services. For the avoidance of doubt, Municipality Data will be provided to third parties, other than hosting providers, development consultants and other third parties providing services for Consultant, only on an anonymized basis and only as part of a larger body of anonymized data. If this Agreement expires or is terminated for any reason, all records, documents, notes, data and other materials maintained or stored in Consultant's secure proprietary software pertaining to Municipality will be exported into a CSV file and become property of Municipality. Notwithstanding the preceding, Consultant shall own all rights and title to any Consultant provided software and any improvements or derivative works thereof.

Upon reasonable prior written notice, Municipality and its duly authorized representatives shall have access to any books, documents, papers and records of Consultant that are related to this Agreement for the purposes of audit or examination, other than Consultant's financial records, and may make excerpts and transcriptions of the same at the cost and expense of Municipality.

17. CONSULTANT ACCESS TO RECORDS

Parties acknowledge that Consultant requires access to Records in order for Consultant to perform its obligations under this Agreement. Accordingly, Municipality will either provide to Consultant on a daily basis such data from the Records as Consultant may reasonably request (in an agreed electronic format) or grant Consultant access to its Records and Record management systems so that Consultant may download such data. Data provided to or downloaded by Consultant pursuant to this Section shall be used by Consultant solely in accordance with the terms of this Agreement.

18. CONFIDENTIALITY

Consultant shall not disclose, directly or indirectly, any confidential information or trade secrets of Municipality without the prior written consent of Municipality or pursuant to a lawful court order directing such disclosure.

19. CONSULTANT PERSONNEL

Consultant shall employ a sufficient number of experienced and knowledgeable employees to perform Services in a timely, polite, courteous and prompt manner. Consultant shall determine appropriate staffing levels and shall promptly inform Municipality of any reasonably anticipated or known employment-related actions which may affect the performance of Services. Additional staffing resources shall be made available to Municipality when assigned employee(s) is unavailable.

20. DISCRIMINATION & ADA COMPLIANCE

Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability, national origin or any other category protected by applicable federal or state law. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available

to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of Equal Opportunity laws. Consultant shall comply with the appropriate provisions of the Americans with Disabilities Act (the "ADA"), as enacted and as from time to time amended, and any other applicable federal regulations. A signed certificate confirming compliance with the ADA may be requested by Municipality at any time during the term of this Agreement.

21. E-VERIFY/VERIFICATION OF EMPLOYMENT STATUS

Pursuant to FS 448.095, Consultant certifies that it is registered with and uses the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Consultant during the term of the Agreement. Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement and will verify immigration status to confirm employment eligibility. If Consultant enters into a contract with a subcontractor to perform work or provide services pursuant to the Agreement, Consultant shall likewise require the subcontractor to comply with the requirements of FS 448.095, and the subcontractor shall provide to Consultant an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien. Consultant will maintain a copy of such affidavit for the duration of its contract with owner. Consultant is prohibited from using the E-Verify program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

22. SOLICITATION/HIRING OF CONSULTANT'S EMPLOYEES

During the term of this Agreement and for one year thereafter, Municipality shall not solicit, recruit or hire, or attempt to solicit, recruit or hire, any employee or former employee of Consultant who provided services to Municipality pursuant to this Agreement ("Service Providers"), or who interacted with Municipality in connection with the provision of such services (including but not limited to supervisors or managers of Service Providers, customer relations personnel, accounting personnel, and other support personnel of Consultant). Parties agree that this provision is reasonable and necessary in order to preserve and protect Consultant's trade secrets and other confidential information, its investment in the training of its employees, the stability of its workforce, and its ability to provide competitive building department programs in this market. If any provision of this section is found by a court or arbitrator to be overly broad, unreasonable in scope or otherwise unenforceable, Parties agree that such court or arbitrator shall modify such provision to the minimum extent necessary to render this section enforceable. In the event that Municipality hires any such employee during the specified period, Municipality shall pay to Consultant a placement fee equal to 25% of the employee's annual salary including bonus.

23. NOTICES

Any notice under this Agreement shall be in writing and shall be deemed sufficient when presented in person, or sent, pre-paid, first class United States Mail, or delivered by electronic mail to the following addresses:

If to Municipality:	If to Consultant:
Becky Tobin, Village Administrator Village of Williams Bay 250 Williams Street Williams Bay, Wisconsin 53191 Email: admin@williamsbay.org	Joe DeRosa, CRO SAFEbuilt, LLC 3755 Precision Drive, Suite 140 Loveland, CO 80538 Email: jderosa@safebuilt.com

24. FORCE MAJEURE

Any delay or nonperformance of any provision of this Agreement by either Party (with the exception of payment obligations) which is caused by events beyond the reasonable control of such party, shall not constitute a breach of this Agreement, and the time for performance of such provision, if any, shall be deemed to be extended for a period equal to the duration of the conditions preventing such performance.

25. DISPUTE RESOLUTION

In the event a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, Parties agree first to try in good faith to settle the dispute by mediation, before resorting to arbitration, litigation, or some other dispute resolution procedure. The cost thereof shall be borne equally by each Party.

26. ATTORNEY'S FEES

In the event of dispute resolution or litigation to enforce any of the terms herein, each Party shall pay all its own costs and attorney's fees.

27. AUTHORITY TO EXECUTE

The person or persons executing this Agreement represent and warrant that they are fully authorized to sign and so execute this Agreement and to bind their respective entities to the performance of its obligations hereunder.

28. CONFLICT OF INTEREST

Consultant shall refrain from providing services to other persons, firms, or entities that would create a conflict of interest for Consultant with regard to providing the Services pursuant to this Agreement. Consultant shall not offer or provide anything of benefit to any Municipal official or employee that would place the official or employee in a position of violating the public trust as provided under Municipality's charter and code of ordinances, state or federal statute, case law or ethical principles.

29. GOVERNING LAW AND VENUE

The negotiation and interpretation of this Agreement shall be construed under and governed by the laws of the State of Wisconsin, without regards to its choice of laws provisions. Exclusive venue for any action under this Agreement, other than an action solely for equitable relief, shall be in the state and federal courts serving Municipality and each party waives any and all jurisdictional and other objections to such exclusive venue.

30. COUNTERPARTS

This Agreement and any amendments or task orders may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. For purposes of executing this Agreement, scanned signatures shall be as valid as the original.

31. ELECTRONIC REPRESENTATIONS AND RECORDS

Parties hereby agree to regard electronic representations of original signatures as legally sufficient for executing this Agreement and scanned signatures emailed by PDF or otherwise shall be as valid as the original. Parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

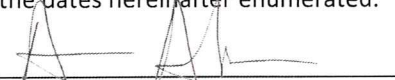
32. WAIVER

Failure to enforce any provision of this Agreement shall not be deemed a waiver of that provision. Waiver of any right or power arising out of this Agreement shall not be deemed waiver of any other right or power.

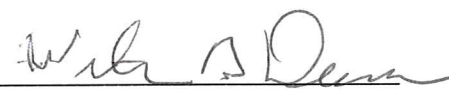
33. ENTIRE AGREEMENT

This Agreement, along with attached exhibits, constitutes the complete, entire and final agreement of the Parties hereto with respect to the subject matter hereof, and shall supersede any and all previous communications, representations, whether oral or written, with respect to the subject matter hereof. Invalidity of any of the provisions of this Agreement or any paragraph sentence, clause, phrase, or word herein or the application thereof in any given circumstance shall not affect the validity of any other provision of this Agreement.

IN WITNESS HEREOF, the undersigned have caused this Agreement to be executed in their respective names on the dates hereinafter enumerated.


Avner Alkhas, Chief Financial Officer
SAFEbuilt Wisconsin, LLC

October 20, 2021
Date


Signature
Village of Williams Bay, Wisconsin

10/28/2021
Date

William Duncan, Village President
Name and Title
Village of Williams Bay, Wisconsin

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EXHIBIT A – LIST OF SERVICES

1. LIST OF SERVICES

Building Official Services

- ✓ Be a resource for Consultant team members, Municipal staff, and applicants
- ✓ Help guide citizens through the complexities of the codes in order to obtain compliance
- ✓ Monitor changes to the codes including state or local requirements and determine how they may impact projects in the area and make recommendations regarding local amendments
- ✓ Provide Building Code interpretations for final approval
- ✓ Oversee our quality assurance program and will make sure that we are meeting our agreed upon performance measurements and your expectations
- ✓ Provide training for our inspectors on Municipality adopted codes and local amendments as needed
- ✓ Oversee certificate of occupancy issuance to prevent issuance without compliance of all departments
- ✓ Attend staff and council meetings as mutually agreed upon
- ✓ Responsible for reporting for Municipality – frequency and content to be mutually agreed upon
- ✓ Responsible for client and applicant satisfaction
- ✓ Issue stop-work notices for non-conforming activities related to provided services – as needed

Building, Electrical, Plumbing, Mechanical Inspection Services

- ✓ Consultant utilizes an educational, informative approach to improve the customer's experience.
- ✓ Perform code compliant inspections to determine that construction complies with approved plans
- ✓ Meet or exceed agreed upon performance metrics regarding inspections
- ✓ Provide onsite inspection consultations to citizens and contractors while performing inspections
- ✓ Return calls and emails from permit holders in reference to code and inspection concerns
- ✓ Identify and document any areas of non-compliance
- ✓ Leave a copy of the inspection ticket and discuss inspection results with site personnel

Plan Review Services

- ✓ Provide plan review services electronically or in the traditional paper format
- ✓ Review plans for compliance with adopted building codes, local amendments or ordinances
- ✓ Be available for pre-submittal meetings by appointment
- ✓ Coordinate plan review tracking, reporting, and interaction with applicable departments
- ✓ Provide feedback to keep plan review process on schedule
- ✓ Communicate plan review findings and recommendations in writing
- ✓ Return a set of finalized plans and all supporting documentation
- ✓ Provide review of plan revisions and remain available to applicant after the review is complete

Permit Technician Services

- ✓ Provide qualified individuals to perform the functions of this position
- ✓ Facilitate the permitting process from initial permit intake to final issuance of permit
- ✓ Review submittal documents and request missing information to ensure packets are complete
- ✓ Provide front counter customer service as necessary
- ✓ Answer questions concerning the building process and requirements at the counter or over the phone
- ✓ Form and maintain positive relationships with Municipal staff and maintain a professional image
- ✓ Determine permit fees based on Municipal fee schedule as established by ordinance, if requested
- ✓ Work with Municipal Clerk to facilitate Freedom of Information Act (FOIA) requests, if requested
- ✓ Provide inspection scheduling and tracking to ensure code compliance
- ✓ Act as an office resource to inspectors in the field
- ✓ Process applications for Municipal Boards and Commissions – if requested
- ✓ Provide input, tracking and reporting to help increase efficiencies

As-Requested Code Enforcement Services

- ✓ Customize our approach at the direction of Municipal Council/Board and staff
- ✓ Customize services in compliance with applicable Municipal code and ordinance requirements
- ✓ Proactively work with Municipality and its citizens to maintain a safe and desirable community
- ✓ Respond to and investigate code violations as provided/requested in writing by a municipal official
- ✓ Post violation notices and provide initial citizen notifications and follow-up inspections
- ✓ Address specific code enforcement issues at the direction of Municipality
- ✓ Provide monthly written reports
- ✓ Assist in the preparation of cases for court appearances, provide presentations and attend meetings as requested
- ✓ Participate in educational activities and customer service surveys related to code enforcement
- ✓ Provide professional recommendations for code revisions – as needed
- ✓ Make presentations to Municipal boards as requested
- ✓ Provide agreed upon reports to demonstrate our performance against set measurements

Reporting Services

- ✓ Consultant will work with Municipality to develop a mutually agreeable reporting schedule and format

2. COMMUNITY CORE SOLUTIONS TERMS AND CONDITIONS

- ✓ Provide Community Core in accordance with the terms and conditions of Exhibit C.

3. TIME OF PERFORMANCE

- ✓ Consultant will perform Services during normal business hours excluding Municipal holidays
- ✓ Consultant representative(s) will be available by cell phone and email

Deliverables			
INSPECTION SERVICES	Inspections requested before 4:00 p.m. completed the following business day		
PRE-SUBMITTAL MEETINGS	Provide pre-submittal meetings to applicants by appointment		
PLAN REVIEW TURNAROUND TIMES	Provide comments within the following timeframes: Day 1 = first full business day after receipt of plans and all supporting documents		
	<u>Project Type:</u>	<u>First Comments</u>	<u>Second Comments</u>
	✓ Single-family within	5 business days	5 business days or less
	✓ Multi-family within	10 business days	5 business days or less
	✓ Small commercial within (under \$2M in valuation)	10 business days	5 business days or less
	✓ Large commercial within	20 business days	10 business days or less

EXHIBIT B – FEE SCHEDULE FOR SERVICES

1. FEE SCHEDULE

- ✓ Municipality and Consultant will review the Municipal Fee Schedule and valuation tables annually to discuss making adjustments to reflect increases in the costs incurred by Consultant to provide Services.
- ✓ Beginning January 01, 2023 and annually thereafter, the hourly rates listed shall be increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the "CPI") for the Municipality or, if not reported for the Municipality the CPI for cities of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.
- ✓ Consultant fees for Services provided pursuant to this Agreement will be as follows:

Full Service Fee Schedule:	
Inspection Services (permits issued prior to service start date)	\$97.00 per inspection
Inspection Services (permits issued after service start date)	85% of Municipal fee as established by ordinance
• Building, Mechanical, Plumbing, Electrical	
Residential Plan Review Services	85% of Municipal fee as established by ordinance
Commercial Plan Review Services	
✓ Building, HVAC and Plumbing	
▪ Requires State of Wisconsin approval for Delegated/Certified Municipal Authority	
▪ Consultant will provide service based upon approval granted by the State of Wisconsin	*85% of fees as stated and calculated in SBD-118 Wisconsin Department of Safety and Professional Services and any subsequent revisions
*Consultant fees set forth above for Commercial Plan Review Services are inclusive of the fees required to be paid to the Wisconsin Department of Safety and Professional Services pursuant to Chapter SPS 361 and 302 of the Wisconsin Administrative Code for the Commercial Plan Review and Reporting Services provided by the Consultant pursuant to this Agreement. Consultant shall remit the fees required to be paid to the Wisconsin Department of Safety and Professional Services when due.	
Building Official Services	Included in percentage of fees above
Permit Technician Service	Included in percentage of fees above
Activities/Meetings Where No Permit Fee is Generated - As requested by Municipality	
Normal Business Hours – 8:00 am to 5:00 pm	\$85.00 per hour – one (1) hour minimum
Other Than Normal Business Hours	\$100.00 per hour – one (1) hour minimum
Time tracked includes roundtrip travel time between Consultant's office and Municipality/inspection site.	
As-Requested Service Fee Schedule:	
Code Enforcement Services	\$65.00 per hour – one (1) hour minimum
Community Core Solutions:	
Optional – included at no cost to the Municipality	

EXHIBIT C – COMMUNITY CORE SOLUTIONS TERMS AND CONDITIONS

Insert next page

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Meritage Systems CommunityCore: Description of Services

VILLAGE OF WILLIAMS BAY, WISCONSIN

This order form is subject to the [terms of service](#) and [privacy policy](#).

Meritage reserves the right to amend the terms of service and privacy policy at any time and without prior notice.

Applications and Services		One-Time Set-Up Fee	Annual Support and Licensing Fee	Number of Users
CommunityCore Including InspectorConnect iOS mobile app for building and code inspections	☒	\$0.00	\$0.00	3
Legacy Data Import: Permitting Transfer of historical permit data from legacy system, assumes availability of readable data file or CSV	☐	\$	\$	
GIS Integration: Permitting	☐	\$	\$	
Contractor & Business Licensing	☒	\$	Included	
CommunityConnect Online Permitting Anywhere, anytime access for contractors to apply for permits, pay fees, check status, request inspections and upload plans	☒	\$0.00 Includes Setup of CommunityCore Preferred Merchant Account for Credit Card Processing	\$0.00	3
Online Payments Non-Preferred Merchant Account: additional fee if Meritage Systems is not a preferred provider	☒	\$	NA	
System Training	☒		NA	
Total:		\$0.00	\$0.00	3

CommunityCore Permit Management Features:

PAYMENT SHALL BE PURSUANT TO SECTION 5

- Permitting and Inspection Management
- Address Import Setup
- Inspections (including mobile access & when available, InspectorConnect app for iOS tablets)
- Contractor and Business Registration
- Plan Review Tracking and simple Planning/Zoning permits and workflow
- Reporting and Data Import/Export
- Complete configuration of permit type, terminology, fee structures, documents and user roles and permissions
- Permit Documents: Standard set of Permits, CO, TCO configured with your jurisdiction logo and information
- Customs Documents: Available for an additional charge
- Reports: Library of standard reports
- Custom Reports: Available for an additional charge
- Online Training for startup and post startup, ongoing and customer support
- Personalized support, including configuration updates
- Automatic updates of new features

These Service Terms of Use ("Agreement") constitute a contract between Meritage Systems, Inc., with offices at 3755 Precision Drive, Suite 140, Loveland, CO 80538 ("Meritage"), and you ("Customer"). This Agreement includes and incorporates the Order Form with which Customer purchased the Services and any subsequent Order Forms (submitted in written or electronic form), our Privacy Policy and our Copyright Policy. By accessing or using the Services, you agree to be bound by this Agreement. If you are entering into this Agreement on behalf of a company, organization or other entity, you represent that you have such authority to bind such entity and are agreeing to this Agreement on behalf of such entity. If you do not have such authority to enter into this Agreement or do not agree with these terms and conditions, you may not use the Services. Meritage reserves the right to revise this Agreement from time to time, at our sole discretion. By accessing or using the Services after such revisions, you agree to be bound by the revised Agreement.

1. Definitions. For purposes of this Agreement, the following initially capitalized terms have the following meanings:

1. "Account" means an account allowing access to the Services created in Customer's name.
2. "Fees" means the fees for the Services.
3. "Confidential Information" means (a) all nonpublic information disclosed or made available under this Agreement that relates to the provision or receipt of the Services or either party's financial condition, operations or business, and which is clearly identified as confidential at the time of disclosure, (b) the Technology, (c) the Documentation, (d) the Customer Information that is not publicly available, and (e) the User IDs.
4. "Customer Information" means all data, information or other content entered by or collected from Customer or any User that is entered into the Services by Customer or any User while accessing the Services. Customer Information includes any third-party information collected by Customer or any User and entered into the Services.
5. "Documentation" means the online help files and instruction manuals (whether in print or electronic form) that relate to the use of the Services that have been provided or made available by Meritage to Customer.
6. "Go-Live Date" means the date on which the Services, hosted on a Production Server, become active.
7. "Intellectual Property Rights" means any and all intellectual property rights throughout the world, including, without limitation, any and all copyrights, trademarks, service marks, trade secrets, patents, patent applications, moral rights, contract rights and any and all other legal rights protecting intangible proprietary information.
8. "Order Form" means the form executed by the parties that describes the Services and any setup fees associated with the Services.
9. "On-boarding" means the Set-Up and the Training, as specified in the Order Form.
10. "Production Server" means the server on which the Services will be hosted.
11. "Start of Service Date" is the date of commencement of operation of the services by Customer or 120 days following the Effective Date, whichever is first.
12. "Services" means the publicly-available, online building department services provided by Meritage through its CommunityCore application, which can be accessed through the web site located at www.app.communitycore.com and such other sites as may be designated by Meritage (each, the "Site" or collectively, the "Sites").
13. "Set-Up" means defining workflows and permit types, entering fee schedules and setting up Users. The purpose of Set-Up is to configure the Production Server on which the Services for Customer will be hosted.
14. "Set-Up Fees" means the fees for Set-Up specified in the Order Form.
15. "Subscription Fees" means the annual subscription fee specified in the Order Form.
16. "Technology" means the software, hardware and other technology used by or on behalf of Meritage to provide the Services, and all data, information and other content included on or accessible through the Services, except for any Customer Information.
17. "Training" means the services intended to familiarize Users on the use of the Services, as described in Section 4, and to verify configuration of the Production Server.
18. "User ID" means each unique User identification name and password used for access to and use of the Services through the Account.
19. "User" means anyone accessing the Services through Customer's Account.

2. Customer's Access To And Use Of The Services.

20. Customer's Right to Access the Services. Subject to the terms of this Agreement Meritage grants to Customer a limited, non-exclusive, non-transferrable license to access and use the Sites and Services as specified in the Order Form during the term of this Agreement, solely for Customer's own internal business purposes. Except as set forth in this Agreement, Customer is not receiving any right or license to use, or any ownership interest with respect to, the Sites, Services or any Technology or Intellectual Property related to the Sites or Services. Customer acknowledges that the Services are hosted by third-party hosting providers contracted by Meritage. Meritage reserves the right to change hosting provider from time to time and without notice to Customer.

21. Certain Restrictions on Customer's Access. Customer will not, and will not permit any Users or any other party to: a) download or otherwise obtain a copy of the Technology in any form; (b) reverse engineer or otherwise derive the source code of the Service, Sites or Technology or otherwise modify, reverse compile, disassemble, or translate the Service, Sites or Technology or create any derivative works thereof; or (c) use the Service on behalf of any third party or for any purpose other than as described in this Agreement; (d) sell, lease, license, sublicense, distribute or otherwise transfer in whole or in part the Service or use it as a service bureau; (e) post, send, process or store infringing, obscene, threatening, libelous, or otherwise unlawful or tortuous material, including material violating of third party rights; (f) post, send, process or store material containing software viruses, worms, Trojan horses or other harmful or malicious computer code, files, scripts, agents or programs; (g) interfere with or disrupt the integrity or performance of the Service or attempt to gain unauthorized access to the Service or related systems or networks; (h) remove, alter or obscure any titles, product logo or brand name, trademarks, copyright notices, proprietary notices or other indications of the IP Rights and/or Licensor's rights and ownership thereof, whether such notice or indications are affixed on, contained in or otherwise connected to the software or on any copies made in accordance with this Agreement; (i) remove, alter or obscure any titles, product logo or brand name, trademarks, copyright notices, proprietary notices or other indications of the intellectual property rights and/or Licensor's rights and ownership thereof, whether such notice or indications are affixed on, contained in or otherwise connected to the Service, or Documentation, or on any copies made in accordance with this Agreement; (j) use, or authorize or permit the use of, the Service except as expressly permitted herein; (k) use the Service to perform any activity which is or may be, directly or indirectly, unlawful, harmful, threatening, abusive, harassing, tortuous, or defamatory, nor to perform any activity which breaches the rights of any third party.
22. Customer's Use of the Services. (1.a) Accounts/User IDs. Customer will be provided with one or more User IDs to access the Services through the Account. Your Order Form specifies the number of user IDs and Read-Only IDs provided by Meritage to Customer under this agreement ("Subscription Cap"). Each User ID shall be linked to a single User and Customer agrees to limit usage of a User ID to the individual to which the User ID is assigned. Customer may request to increase the number of Users and the parties shall establish the terms under which such additional Users will be added. Customer shall use, and shall ensure that Users use, commercially reasonable efforts to ensure the security and confidentiality of all User IDs. In the event that the confidentiality of a User ID is or may be compromised, Customer shall promptly advise Meritage of the potential or actual compromise. Customer shall be responsible for the use of a User ID by unauthorized users. (1.b) Customer Information. Customer represents and warrants that it has all necessary intellectual and proprietary rights and licenses in and to any Customer Information to permit (i) it and its Users to enter Customer Information into the Services and (ii) to permit Meritage to perform the Services. Customer hereby grants to Meritage a fully paid-up, non-exclusive license to use, reproduce and create derivative works of the Customer Information as reasonably required to perform the Services. (1.c) Necessary Equipment. The Services are provided through the internet and Users must have an internet connection in order to access the Services. Meritage does not provide internet connectivity. Customer will be solely responsible, at Customer's own expense, for acquiring, installing and maintaining all telecommunication services, hardware, software and other equipment as may be necessary for Customer and Customer's Users to connect to, access, and use the Services. Currently, the services may be accessed through the Chrome browser or the iOS mobile app provided they have been maintained to versions supported during the three-year period prior to the date on which access is sought. (1.d) Customer will not use and will not authorize any User to use any open source software in connection with the Services in any manner that requires, pursuant to the license applicable to such open source software, that any Meritage Confidential Information or the Services be (A) disclosed or distributed in source code form, (B) made available free of charge to recipients, or (C) modifiable without restriction by recipients. (1.e) By using the Services, Customer agrees to be bound by the terms of Meritage's Copyright Policy, which terms may be revised by Meritage at its sole discretion. By using the Services after the effective date of any such revision, Customer expressly agrees to be bound by the terms of the revised Copyright Policy.
23. Meritage will use reasonable commercial efforts to ensure that the Services perform substantially in accordance with the description of the services found at www.app.communitycore.com. The Services are subject to modification from time to time at Meritage's sole discretion, provided the modifications do not materially diminish the functionality of the Services provided by Meritage.
24. Meritage will use reasonable commercial efforts to make the Services available to Customer and its Users. Notwithstanding the foregoing, Meritage reserves the right to suspend Customer's (or any of its Users') access to the Services: (i) for scheduled or emergency maintenance, (ii) in the event Customer is in breach of this Agreement, including failure to pay any amounts due to Meritage, and fails to correct that breach within the applicable cure period; (iii) in the event that Customer breaches Section 2.2 or Section 7.2 of this Agreement or (iv) as it deems reasonably necessary to respond to any actual or potential security concerns.

25. Customer acknowledges that the Services will require the Users and third parties for whom the Services are being performed by Customer to share with Meritage certain information for the purposes of providing the Services. This information may include personal information (such as email address, and/or phone number) regarding the Users or such third parties which Meritage will use for the purposes of providing the Services. Customer is fully responsible for obtaining the consent of each User and any third party to the use of his/her information by Meritage for purposes of providing the Services. Such use will be subject to and governed by the terms of Meritage's Privacy Policy, the current version of Meritage's privacy policy is available [here](#). Meritage reserves the right to revise the Privacy Policy at its sole discretion. By using the Services after the effective date of any such revision, Customer expressly agrees to be bound by the terms of the revised Privacy Policy.
26. Customer will be fully responsible for Users' compliance with this Agreement. Any breach of this Agreement by a User shall be deemed to be a breach by Customer. Customer will promptly advise Meritage in the event that any User or third party revokes such consent or ceases to be a User. Customer is solely responsible for determining whether the Services are sufficient for Customer's purposes.

3. Set-Up.

Set-Up Services. Subject to the terms of this Agreement Meritage will provide Customer with the Set-Up services as described in the Order Form. Except to the extent provided in the Order Form, no such services will be provided. Customer Responsibilities and Certain Restrictions on Set-Up. Customer is responsible for providing information in a timely manner and in an appropriate format to allow Meritage to provide the Set-Up and for ensuring the Customer resource(s) assigned to provide support to Meritage in performing the Set-Up, along with all Users, have adequate computer skills to perform their tasks. Set up support required beyond the specified Set-Up shall be arranged upon the agreement of the parties and will incur an additional fee. Acceptance. The purpose of Set-Up is to configure the Services for availability on the Go-Live Date. During the Training, Customer will have the opportunity to evaluate the Set-Up and note any configuration errors. Upon discovery of an error, Customer will notify Meritage of the necessary configuration changes and Meritage will modify Set-Up to make the requested changes. Upon completion of Training and prior to the Go-Live Date, Customer shall review and accept the Services by executing a form of acceptance provided by Meritage. Customer acknowledges and accepts that configuration of the Services is limited to the extent accommodated by the current capabilities and limitations of the Services.

4. Training.

27. Training Services. Subject to the terms of this Agreement, Meritage will provide Customer with the Training services as described in the Order Form. Except to the extent provided in the Order Form, no such services will be provided.
28. Delivery. All Training will be provided by Meritage using WebEx or an equivalent service agreed by the parties. Meritage will create a Training site for Customer and its Users to use for Training. In addition to WebEx training, the Training website will provide access to online documentation and training videos that may be accessed by Customer and its Users. Customer and its Users may access the Training web site on an unlimited basis through the Go-Live Date. Customer acknowledges that the Training website may not be available at all times and that Meritage shall have no liability as a result of the unavailability of the Training website.
29. Customer Responsibilities and Certain Restrictions. Customer is responsible for providing information in a timely manner and in an appropriate format to allow Meritage to provide the Training and for ensuring the Customer resource(s) assigned to provide support to Meritage in performing the Training, along with all Users, have adequate computer skills to perform their tasks.
30. Verification of Set-Up. Customer acknowledges that a primary purpose of the Training website is to verify functionality of the Services prior to the Go-Live Date. Customer will have the opportunity to evaluate the Set-Up and note any configuration errors. Upon discovery of an error, Customer will notify Meritage of the necessary configuration changes and Meritage will modify Set-Up to make the requested changes to the Training website.

5. Fees And Payment.

31. . Fees. On the Effective Date, Customer will pay Meritage the Set-Up Fee as specified in the Order Form for Set-Up. In addition, on the Start of Service Date and ending upon the termination of this Agreement, Customer will pay to Meritage the Subscription Fees as specified in Order Form, plus all applicable sales, use and other purchase related taxes (Customer shall be responsible for timely providing Meritage with a valid certificate of exemption from the requirement of paying sales, use or other purchase related taxes). Unpaid Fees are subject to a finance charge of one percent (1.0%) per month, or the maximum permitted by law, whichever is lower, plus all expenses of collection, including reasonable attorneys' fees. In the case of any withholding requirements, Customer will pay any required withholding itself and will not reduce the amount paid to Meritage on account thereof. In the event that Customer

elects to increase the number of Users, the parties shall meet to discuss the impact on Set-Up and Subscription Fees. The Subscription Fees may be increased on an annual basis, as determined by Meritage, provided that any pricing increase will not exceed seven percent (7%) of the Subscription Fees per User for the immediately prior Term, unless the pricing was designated in the applicable Order Form as promotional or one-time. Meritage will provide 30 days advance notice of any increase in the Subscription Fees. By using the Services after the increase in the Subscription Fees becomes effective, Customer agrees to be bound by such new Subscription Fees. FEES AND FEE RATES ARE TO BE CONSIDERED CONFIDENTIAL BY BOTH PARTIES AND NOT TO BE SHARED WITH ANY THIRD PARTY WITHOUT WRITTEN PERMISSION OR AS REQUIRED BY LAW.

32. Payment. All Set-Up Fees, Subscription Fees and other fees due under this Agreement (collectively, "Fees") are payable in U.S. dollars, unless otherwise specified in writing. Except for the Set-Up Fee, which shall be paid prior to the performance of Set-Up, Customer shall pay all Fees and any other amounts set forth on each such invoice issued by Meritage under this Agreement within 30 days of the date of invoice. Fees are payable in advance and are non-refundable. In the event that Customer disputes the amount of any Fees, it shall so notify Meritage within the 30-day payment period. The failure to provide such notice shall be deemed agreement that the Fees are undisputed.

6. Confidentiality.

33. Obligations. Each party acknowledges that by reason of the relationship created between the parties by this Agreement, it may have access to certain non-public information of substantial value concerning the other party's business, operations, strategic plans, customers, suppliers, technology, competition and employees. Accordingly, each party as the recipient of Confidential Information (the "Receiving Party") from the other party (the "Disclosing Party") will not use any Confidential Information of the Disclosing Party for any purpose other than the providing and receipt of Services under this Agreement. The parties agree the use of the Confidential Information will be in accordance with all terms and conditions of this Agreement. The Receiving Party will not disclose the Confidential Information of the Disclosing Party to any third party except as expressly provided herein and will protect the Disclosing Party's Confidential Information from unauthorized use, access or disclosure in the same manner as the Receiving Party protects its own confidential or proprietary information of a similar nature and with no less than reasonable care. Either party may disclose the Confidential Information of the other party to the Receiving Party's employees, subcontractors and advisors who require access to such information for the performance of their obligations, all provided that the employees, subcontractors and/or agents have entered into confidentiality agreements with the Receiving Party that are at least as protective of the Disclosing Party's Confidential Information as are the terms of this Agreement. The Receiving Party shall be responsible for any disclosure or use of the Disclosing Party's Confidential Information by or through any employee, subcontractor or agent of the Receiving Party. For the avoidance of doubt, Customer acknowledges that Meritage utilizes the services of certain third parties in connection with the provision of the Services (such as data hosting) and such third parties will have access to Customer's Confidential Information, subject to compliance with this Section 6. In addition, the Receiving Party will be allowed to disclose Confidential Information of the Disclosing Party to the extent that such disclosure is: (i) approved in writing by the Disclosing Party; (ii) necessary for the Receiving Party to enforce its rights under this Agreement in connection with a legal proceeding; or (iii) required by law or by the order of a court of similar judicial or administrative body, provided that, to the extent permitted by law, the Receiving Party notifies the Disclosing Party of such required disclosure in writing and cooperates with the Disclosing Party, at the Disclosing Party's reasonable request and expense, in any lawful action to contest or limit the scope of such required disclosure.
34. Termination of Obligations. The Receiving Party's obligations under this Section 6 with respect to maintaining the confidentiality of any Confidential Information of the Disclosing Party will terminate if and when the Receiving Party can document that such information: (a) was already lawfully known to the Receiving Party at the time of disclosure by the Disclosing Party and is not subject to restrictions on disclosure and/or use; (b) is disclosed to the Receiving Party by a third party who had the right to make such disclosure without any confidentiality restrictions; (c) is, or through no fault of the Receiving Party has become, generally available to the public; or (d) is independently developed by the Receiving Party without access to, or use of, the Disclosing Party's Confidential Information. The restrictions on use of the Disclosing Party's Confidential Information shall remain in effect for five years subsequent to the earlier of the termination of this Agreement or the date on which the obligation to maintain the Confidentiality of the Disclosing Party's Confidential Information terminates.
35. Return of Confidential Information. The Receiving Party will return to the Disclosing Party or destroy all Confidential Information of the Disclosing Party in the Receiving Party's possession or control and permanently erase all electronic copies of such Confidential Information promptly upon the written request of the Disclosing Party or the termination of this Agreement, whichever comes first. At the Disclosing Party's request, the Receiving Party will certify in writing

that it has fully complied with its obligations under this Section 6.3. For the purposes of this Section 6, Data, as defined in Section 7 below, shall not be considered Customer's Confidential Information.

36. Remedies. Each party acknowledges that any breach of any of its obligations with respect to the other party's Confidential Information may cause or threaten irreparable harm to such party. Accordingly, each party agrees that in such event, the aggrieved party shall be entitled to seek equitable relief in any court of competent jurisdiction without the necessity of posting bond and in addition to such other remedies as may be available to the aggrieved party under law or in equity.
37. Both Parties will have the right to disclose the existence but not the terms and conditions of this Agreement, provided that the terms and conditions may be disclosed if such disclosure is approved in writing by both Parties prior to such disclosure, or is included in a filing required to be made by a Party with a governmental authority (provided such party will use reasonable efforts to obtain confidential treatment or a protective order) or is made on a confidential basis to potential investors or acquirers in Meritage or any entity directly or indirectly controlling the majority voting interest in Meritage.

7. Ownership.

38. Customer's Ownership. Customer retains all right, title and interest in and to the Customer Information Customer or its Users provide to Meritage, other than such information that is subject to disclosure under applicable freedom of information laws and regulations. During the termination notice period specified in Section 9, Meritage will provide Customer Information in the form of Meritage native format files containing permit data to Customer within 10 business days of receipt of a written request for that Customer Information, all at no additional charge.
39. Meritage's Ownership. Meritage retains all right, title and interest in and to, and all Intellectual Property Rights embodied in or related to the Sites, Services, Technology, and any other information or technology used or made available in connection with the Sites or Services, including without limitation any and all improvements, updates, and modifications thereto, whether or not made in conjunction with this Agreement. Meritage's name, logo, and the product and service names associated with the Services are trademarks of Meritage or third parties, and no right or license is granted to Customer to use them separate from Customer's right to access the Services. In the event that Customer or any End User makes any suggestions for the addition of features to, or the improvement of the Services ("Feedback"), Meritage shall, to the maximum extent permitted by law, own all such Feedback, including any Intellectual Property Rights therein, and shall have the right to use such Feedback for any purpose without payment or accounting to Customer or any End User. Customer and/or End User agree to execute any and all materials reasonably required by Customer to perfect Customer's ownership in such Feedback and Intellectual Property Rights, all at Meritage's expense.

8. Data.

40. Meritage will have the right to collect non-personally identifiable data and anonymized information resulting from Customer Information and Customer's use of the Services ("Customer Data") for purposes of (i) benchmarking of Customer's and others performance relative to that of other groups of customers served by Meritage (for the avoidance of doubt, Customer Data will be provided to third parties only as part of a larger body of anonymized data); (ii) sales and marketing of existing and future Meritage services; (iii) monitoring Service performance and making improvements to the Services and Sites.
41. Backup and Recovery. Meritage shall provide, either directly or through its hosting partner, the following recovery services: 7.2.1 Hosting infrastructure recovery processes 7.2.2 Application recovery processes 7.2.3 Data backup with rotation and retention. Backups are done daily, the prior month of daily data is retained, each month is retained for a year, and each year retained until termination of the agreement.

9. Term and Termination.

This Agreement will begin on the Effective Date and will continue in perpetuity until terminated in accordance with the terms of this Agreement or the applicable Order Form. Upon the expiration of the initial term, if any, specified in the Order Form, Customer may terminate this Agreement upon not less than 90 days advanced written notice to Meritage. Except with respect to a failure to timely make any payments required under this Agreement, either party may terminate this Agreement if the other party breaches this Agreement and does not cure such breach within 60 days after being provided with written notice thereof, provided that in the case of Customer such time period will be extended beyond 60 days if Customer is exercising reasonable efforts to cure such breach during such 60-day period. With respect to the failure to timely make any payments, Meritage shall have the right to suspend access to the Services and Sites or, at its option, to terminate this Agreement, in the event that Customer fails to make any required payment within five (5) business days after receipt of notice that the payment

is past due. Upon any termination of this Agreement: (a) all rights and licenses granted to Customer in this Agreement will immediately terminate and Customer shall immediately cease to use the Services and Sites; (b) Meritage will cease performing all Services; (c) all access by Customer and any Users to the Sites and the Services (including all Customer Information) will be suspended; (d) Meritage will discontinue all use of the Customer Information; and (e) all Fees and other amounts incurred under this Agreement prior to such termination or expiration will become immediately due and payable by Customer. Upon the request of Customer following any termination or expiration, Meritage will transfer all Customer Information collected by Meritage either directly to Customer or to Customer's identified third-party partner. Customer shall compensate Meritage for the transfer on a time and materials basis at Meritage's then-current rates and will reimburse all reasonable expenses and costs associated with the transfer. Such expenses and costs shall include, without limitation, travel, consultant costs, hardware expenses, and software costs associated with efforts involved in preparing Customer Information for transfer as well as any costs incurred as part of the physical transfer of Customer Information. Meritage will not be required to issue any refunds for any unearned Fees paid in advance. The provisions of Sections 2.2, 2.3 (section 2.3(b) and as necessary to complete the return of Customer Information), 2.6, 2.7, 5, 6, 7, 8, 9, 10, 11 and 12 of this Agreement will survive termination of the Agreement for any reason.

10. Warranties and Disclaimers.

1. Warranties. Each party represents and warrants to the other party that: (a) such party has all requisite corporate or other applicable power and authority to execute, deliver and perform its obligations under this Agreement; and (b) the execution, delivery and performance of this Agreement by such party has been duly authorized; and will not conflict with, result in a breach of, or constitute a default under any other agreement to which such party is a party or by which such party is bound;.
2. Disclaimers. EXCEPT AS STATED UNDER THIS AGREEMENT, MERITAGE PROVIDES THE SERVICES "AS IS" AND "AS AVAILABLE" AND TO THE MAXIMUM EXTENT PERMITTED BY LAW, SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, REGARDING THE SERVICES, INCLUDING WITHOUT LIMITATION IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, COURSE OF DEALING, TITLE AND NON-INFRINGEMENT. CUSTOMER ACKNOWLEDGES THAT CUSTOMER HAS RELIED ON NO SUCH WARRANTIES IN ENTERING INTO THIS AGREEMENT. MERITAGE DOES NOT WARRANT THAT THE SERVICES WILL BE FREE FROM LOSS OR LIABILITY INCLUDING THAT ARISING OUT OF ANY THIRD-PARTY TECHNOLOGY, THIRD PARTY ACTION, SUCH AS UNAUTHORIZED ACCESS BY ANY THIRD PARTY, OR ANY ACT OR OMISSION OF CUSTOMER. MERITAGE EXPRESSLY DISCLAIMS ANY WARRANTY OR LIABILITY WITH RESPECT TO COMPLIANCE WITH LAWS, RULES OR REGULATIONS APPLICABLE TO CUSTOMER, WHICH SHALL BE THE SOLE RESPONSIBILITY OF CUSTOMER. MERITAGE DOES NOT WARRANT THE ACCURACY, RELIABILITY OR COMPLETENESS OF customer materials or ANY ADVICE, REPORT, DATA OR DELIVERABLES OBTAINED BY CUSTOMER FROM THE CUSTOMER MATERIALS SUBMITTED TO THE SERVICES, SUCH ADVICE, REPORTS, DATA OR DELIVERABLES ARE PROVIDED "AS IS" AND MERITAGE SHALL NOT BE LIABLE FOR ANY INACCURACY THEREOF. MERITAGE SHALL NOT BE RESPONSIBLE OR LIABLE FOR: (A) ANY DAMAGES IF, AND TO THE EXTENT, CAUSED BY CUSTOMER'S FAILURE TO PERFORM ITS OBLIGATIONS, AS SET FORTH IN THIS AGREEMENT OR AN ORDER FORM; (B) ANY CORRUPTION, DAMAGE, LOSS OR MIS-TRANSMISSION OF CUSTOMER MATERIALS, UNLESS SUCH TRANSMISSION IS THE RESPONSIBILITY OF MERITAGE; OR (C) THE SECURITY OF CUSTOMER MATERIALS DURING TRANSMISSION FROM CUSTOMER'S FACILITIES TO THE CLOUD PLATFORM. Customer acknowledges that the Services may be subject to limitations, delays, and other problems inherent in the use of the Internet and electronic communications. Meritage is not responsible for any delays, failures, or other damage resulting from such problems.
3. Customer represents and warrants that it: (A) owns or has the right to use all Customer Information and to submit and store such Customer Information on the Site and the infrastructure supporting the Site and Services; and (B) has all necessary licenses and permissions for usage of any third-party software or other information or material supplied or provided by Customer to Meritage in an Order Form or otherwise used in connection with the Services. Customer hereby grants to Meritage the right to use all Customer Information, including any third-party software solely for the purposes of this Agreement, including any Order Form, and the performance of Meritage's obligations hereunder and any Order Form.

11. Certain Liabilities, Limitation of Liability.

4. Customer will, at Customer's own expense, indemnify, defend, hold harmless against, and pay all costs, damages and expenses (including reasonable attorneys' fees) awarded against or incurred by Meritage based on, any claims, allegations or lawsuits that may be made or filed against Meritage by any person to the extent arising from or relating to any breach by Customer of any representation and warranty under this Agreement; or (b) alleging that use by Meritage in accordance with this Agreement of Customer Information, Customer Data or Customer Confidential

Information infringes or misappropriates the Intellectual Property Rights of, or has caused harm or damage to, a third party.

5. Limitation of Liability. EXCEPT TO THE EXTENT ARISING FROM A BREACH OF CONFIDENTIALITY OR OF SECTIONS 2.2 OR 7, OR AS ARISING UNDER OBLIGATIONS OF INDEMNIFICATION, IN NO EVENT WILL EITHER PARTY, INCLUDING ITS VENDORS, HOSTING SERVICE PROVIDERS, OR ITS LICENSORS, BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, LOSS OF USE, DATA, OR PROFITS, OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY OR TORT (INCLUDING ACTIVE AND PASSIVE NEGLIGENCE OR OTHERWISE), ARISING IN ANY WAY IN CONNECTION WITH OR OUT OF THE USE OF THE SITES OR SERVICES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. EXCEPT TO THE EXTENT ARISING FROM A BREACH OF CONFIDENTIALITY OR OF SECTIONS 2.2 OR 7, OR AS ARISING UNDER OBLIGATIONS OF INDEMNIFICATION OR CUSTOMER'S OBLIGATION TO MAKE PAYMENTS, EACH PARTY'S TOTAL CUMULATIVE LIABILITY IN CONNECTION WITH THIS AGREEMENT, THE SITES OR THE SERVICES, WHETHER IN CONTRACT OR TORT OR OTHERWISE, WILL NOT EXCEED THE FEES PAID TO MERITAGE HEREUNDER AS OF THE DATE OF THE ACT OR OMISSION GIVING RISE TO THE LIABILITY. EACH PARTY ACKNOWLEDGES THAT THE FEES REFLECT THE ALLOCATION OF RISK SET FORTH IN THIS AGREEMENT AND THAT NEITHER PARTY WOULD ENTER INTO THIS AGREEMENT WITHOUT THESE LIMITATIONS ON ITS LIABILITY. IN JURISDICTIONS WHERE LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES IS NOT PERMITTED, EACH PARTY'S LIABILITY IS LIMITED TO THE MAXIMUM EXTENT PERMITTED BY LAW.

12. General Provisions.

6. Notwithstanding anything else, Customer may not provide to any person an export or re-export or allow the export or re-export of the Services or any software or anything related thereto or any direct product thereof, in violation of any restrictions, laws or regulations of the United States Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, or any other United States or foreign agency or authority.
7. This Agreement will be binding upon the parties to this Agreement and their permitted successors and assigns. Neither party may assign, delegate or transfer this Agreement or any of its rights or obligations (in whole or in part) under this Agreement (whether by operation of law or otherwise) to any third party without the other party's prior written consent. Notwithstanding the foregoing, either party may assign this agreement to any successor in interest to such party's stock, assets or business, whether by way of sale, merger, reorganization or other form of transaction, provided that such party provides the other party with notice of such assignment and that the successor in interest agreed in advance to assume all right, obligations, liabilities, and responsibilities of the assigning party under this Agreement. Any assignment or transfer in violation of the foregoing shall be null and void.
8. Nothing in this Agreement confers or is intended to confer, expressly or by implication, any rights or remedies upon any person or entity not a party to this Agreement.
9. This Agreement shall be governed by and construed in accordance with the laws of Colorado without regard to conflicts of law principles. Customer agrees that it will only bring any action or proceeding arising from or relating to this Agreement in a federal court in the District of Colorado or in state court in Larimer County, Colorado, and Customer irrevocably submits to the personal jurisdiction and venue of any such court in any such action or proceeding or in any action or proceeding brought in such courts by Meritage.
10. The parties hereto are independent parties, not agents, employees or employers of the other or joint ventures, and neither acquires hereunder any right or ability to bind or enter into any obligation on behalf of the other.
11. Any notice to the other party required or allowed under this Agreement must be delivered in writing by express courier, personal delivery, or by certified mail, postage pre-paid to the address for the party listed in the first paragraph of this Agreement.
12. If any provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, such provision will be changed and interpreted to accomplish the objectives of such provision to the greatest extent possible under applicable law and the remaining provisions of this Agreement will continue in full force and effect.
13. Meritage may use Customer's name as a reference and publicize Customer as a customer of Meritage.
14. Unless otherwise amended as provided herein, this Agreement will exclusively govern Customer's access to and use of the Services and the Sites and is the complete and exclusive understanding and agreement between the parties, and supersedes any oral or written proposal, agreement or other communication between the parties, regarding Customer's access to and use of the Services and the Sites. This Agreement may be amended or modified only by a writing signed by both parties.
15. All waivers under this Agreement must be in writing. Any waiver or failure to enforce any provision of this Agreement on one occasion will not be deemed a waiver of any other provision or of such provision on any other occasion.



**Williams Bay Police Officers Association
of the
Wisconsin Professional Police Association
Law Enforcement Employee Relations Division
Proposals to the
Village of Williams Bay**

ASSOCIATION POSITION STATEMENT: All provisions of and attachments to the 2023-2025 Agreement between the parties not modified during the course of these negotiations shall be included in the successor Agreement between the parties for the term of said Agreement. The Association reserves the right to add, delete, or amend proposals through the course of negotiations. Tentative agreements are contingent upon the parties reaching a voluntary settlement, subject to ratification by the Associations and the Village of Williams Bay.

1. Article III - Salaries

B) Any Officer acting as an FTO (Field Training Officer) will be compensated ~~\$1.00~~ **\$3.00** Per Hour while training a new Officer. ~~One hour of overtime for each eight (8) hours training time spent with a new officer or one half hour of overtime for each four (4) hours training time spent with a new officer. This overtime shall be in addition to any other overtime earned for that normal workday~~ *(rejected)*

~~Wage: 15% over 3 years~~ *(rejected)* 2026 = 3.0%, 2027 = 3%, 2028 = 4.0%. *Due to budgetary constraints, this is the Villages best and final offer.*

2. Article VIII- Vacation

Vacations must be taken in the year in which they accrue, unless prior approval has been obtained from the Chief of Police and the Employer. Vacation shall be earned and accrued as from the date of Employee's employment (latest date of hire). Vacations not taken in the year in which they accrue will be forfeited without additional compensation to Employees unless prior approval has been obtained to carry them over. ~~Employees with 5 or more years of continuous service have the option of receiving payment in lieu of time off up to 10 vacation days per year contingent on notification to the Chief of Police by November 1st.~~ *(rejected, except for School Resource Officer (SRO))*

3. Article XIII - Sick Leave

Employees shall receive one day per month of service up to 120 days for periods of absence resulting from non-occupational medical disability. Employees claiming the benefit of sick leave ~~may do so in one-hour increments and~~ *(rejected)* shall notify the Chief of Police or his/her representative prior to two hours before their normal starting time of their need to be absent. In the event that the Employee has not given such notification, sick leave may be granted at the discretion of the Chief of Police if the circumstances justify the failure to give said notice.

Upon termination of employment, employees shall receive the cash equivalent of one half (50%) of their unused accumulated sick days, not to exceed 60 days.

Employees retiring after 20 years of service shall receive the cash equivalent of fifty (55%) ~~sixty percent (60%)~~ *(rejected)* of their accumulated sick days, not to exceed 66 days. The Village shall establish a sick time bank and record all sick leave accumulated. Employees can only accumulate (bank) a maximum of 120 days of unused sick leave days. Employees hired prior to 12-30-01 will be paid for any sick leave days accumulated over 120 days as a day worked at straight time during the month following such monthly accumulation over 120 days. Time spent on sick leave does not count for overtime calculation purposes.

4. Article XVII - Seniority

Seniority is defined as the status attained by length of continuous service of an Employee, beginning with the latest date of hire. ~~When dates of hire are identical, the order of rank within the hiring pool shall be used~~ *(accepted)*. Seniority shall be used to determine rates of pay and length of vacation, as provided elsewhere in the Agreement. The Chief of Police will assign vacation periods ~~and shift selection~~ *(accepted)* giving consideration to Employee choice and request. In the event of conflicting request, seniority will be considered by the Chief in assigning vacations if such requested period is otherwise available.

Employees shall lose their seniority for any of the following reasons:

- A. Discharge
- B. Resignation
- C. Retirement
- D. Unexcused failure to return to work after expiration of a vacation period, leave of absence, or period of which Worker's Compensation was paid, or failing to report to work within five days after notice of recall from layoff.
- E. On layoff, for a continuous period of time equivalent to 24 calendar months.
- F. ~~If an employee is promoted outside of the union, their seniority shall be frozen at the level in place at the date of promotion and will be reinstated if the employee returns to an association position.~~ *(accepted)*

5. Article XIX Grievance Procedures

Step 4. The Grievance shall be considered settled in Step 3, unless, within ten (10) days from the date of the Employer's committee's answer or ten (10) days from the last date due, the dissatisfied party shall request in writing to the other that the dispute be submitted to an arbitrator. No later than 15 days after the written response required in Step 4, either party can request a list of five arbitrators from the staff of the Wisconsin Employment relations commission (WERC). **In the event five arbitrators are not available, a list of three shall be requested. The appealing party shall begin the process of alternately striking names from the list, and the last remaining name shall be appointed as the arbitrator to hear the case.** (accepted)

The Association reserves the right to amend, modify, delete, or add new proposals during the course of negotiations.

Agreement between the

VILLAGE OF WILLIAMS BAY

and the

WILLIAMS BAY POLICE OFFICERS ASSOCIATION

~~2023-2025~~ **2026-2028**

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2 AGREEMENT BETWEEN THE VILLAGE OF WILLIAMS BAY
3 AND
4 THE WILLIAMS BAY POLICE OFFICERS ASSOCIATION
5

6 This Agreement made and entered into at Williams Bay, Wisconsin, by and between the
7 Village of Williams Bay, hereinafter referred to as "Employer," and the Williams Bay Police
8 Officers Association, a labor organization representing all full-time sworn law enforcement
9 officers having arrest powers employed by the Village of Williams Bay, hereinafter referred to as
10 "ASSOCIATION."

11 It is the purpose of this Agreement and the desire of both parties thereto to protect and
12 promote the interests of the general public to whom the parties provide service, to maintain
13 harmonious labor relations, to obtain complete agreement covering wages, hours of work and
14 conditions of employment, to provide for the well being of the Employee and to allow the
15 Employer to operate and manage its affairs as efficiently and flexibly as possible.
16

17 ARTICLE I - VILLAGE RECOGNITION

18 The Village of Williams Bay recognizes all full-time sworn law enforcement officers
19 having arrest powers employed by the Village of Williams Bay (hereinafter referred to as
20 Employees or Employee), of the Williams Bay Police Department, excluding the Chief of Police
21 and Lieutenant, as a collective bargaining unit, as defined in Wisconsin Statute 111.70 and agree
22 to comply with all provisions of said statute in bargaining with said Employees.
23

24 ARTICLE II- COLLECTIVE BARGAINING REPRESENTATIVE

25 The Employer recognizes the ASSOCIATION, a locally formed labor organization, as
26 the collective bargaining representative for the Employees in the collective bargaining unit set
27 forth in ARTICLE I of this Agreement.
28
29
30
31
32

ARTICLE III - SALARIES

- 2 A) Salaries shall be paid as listed in Exhibit "A," attached hereto and made a part hereof,
3 on an every other week basis. Salaries for each year thereafter shall be determined
4 through negotiations, taking cost of living and individual Employee's merit into
5 consideration, but shall not be less than the increase in the cost of living as measured
6 by the Consumer Price Index, Urban Wage Earner for Milwaukee, Wisconsin,
7 comparing January of the preceding year with January of the year in question.
8 B) Any Officer acting as an FTO (Field Training Officer) will be compensated ~~\$1.00~~
9 **\$3.00** per hour while training a new Officer.

ARTICLE IV - GRADES

11 To progress from one grade to the next grade on the pay scale (Exhibit A, attached
12 hereto) requires the Employees to:

- 13 A. Complete one full uninterrupted 12-month period of employment at present grade;
14 and
15 B. Demonstrate satisfactory work performance for the 12-month period of
16 employment at present grade as evaluated by the Chief of Police.
17

ARTICLE V - WORKING HOURS

18
19 Employees shall work five (5) days, followed by two (2) days off; work five (5) days,
20 followed by two (2) days off; and work five (5) days followed by three (3) days off. This work
21 schedule is the equivalent of 1991 hours per year, but for purposes of biweekly pay and reporting
22 to the Wisconsin Retirement System, shall be the equivalent of 80 hours per pay period and 2080
23 hours per year.
24

ARTICLE VI - OVERTIME

25
26 It is the policy of the Employer to avoid the necessity of overtime. The exclusive
27 authority to determine what overtime and when overtime is to be worked is vested in the Chief of
28 Police and the Employer. Employees shall be required to work overtime when requested by the
29 Chief of Police or his/her representative. Overtime will be computed on the basis of actual hours
30 worked unless otherwise specifically provided herein.
31

2 Employees shall receive compensatory time off or pay at a rate of one and one-half the
3 time worked for overtime worked. If an Employee is called to work for Court testimony or other
4 work purposes outside his/her regularly scheduled hours of work by the Chief, he/she shall be
5 compensated with a minimum of two (2) hours overtime or compensatory time off at the
6 discretion of the Chief of Police.

7 When specifically required by the Chief of Police to attend training or educational
8 activities (in service or specialized training) outside normal duty hours, Employees shall be
9 entitled to receive compensatory time off on a time and one-half basis. This training or
10 educational activity applies only to required training. It does not apply to schools attended by the
11 Employee on his/her own or to the voluntary education undertaken by an Employee and covered
12 in Article XXIV herein.

13 All compensatory time off shall be within the guidelines as set forth in the Fair Labor
14 Standards Act.

15 Banked compensatory time is capped at 80 hours. Any accumulated hours above 80 will
16 be paid out. Officers can refill the compensatory time bank, up to the 80-hour cap. Compensatory
17 time can be carried over into the new year, up to 80 hours.

18 ARTICLE VII- UNIFORM AND GUN ALLOWANCE

19 The Employee shall be entitled to a uniform allowance in such amount as is necessary to
20 acquire one complete uniform set as set forth in Appendix "B," attached hereto.

21 After the first year of employment, the Employee shall be entitled to an annual uniform
22 maintenance allowance, for replacing, repairing, or cleaning uniform items not to exceed the sum
23 of Nine Hundred Dollars (\$900) per calendar year.

24 The uniform allowance shall be accwnulated in a drawing account for maintaining or
25 replacing uniform items listed in Appendix "B," attached hereto, and shall be paid on the
26 presentation of an itemized expense voucher.

27 All uniform and equipment purchases must first have the approval of the Chief of Police
28 and must be in conformity with the department's uniform and equipment specifications as
29 established by the Chief of Police and the Employer.

30 Employees may be allowed to carry over from year to year any unused balance in their
31 clothing allowance for the purpose of establishing an account to purchase a ballistic vest. Said
32 account shall not exceed Eight Hundred Dollars (\$800.00.) If the cost of a replacement vest

exceeds the amount in the vest account, the employee may use money from his clothing allowance to pay the difference. This account will be reduced to a zero balance after the purchase of a vest. Upon termination, the uniforms and police equipment as set forth in Appendix "B" shall remain the property of the Employee. Any unused accumulation in the drawing accounts shall always remain the property of the Employer, and under no circumstances is it to be considered as salary.

Employees shall be entitled to purchase a duty firearm from their annual clothing allowance. The firearm must conform to department policy and be carried on-duty. Upon purchase of said firearm, the serial number shall be logged with the Chief of Police. In the event the employee wishes to replace or upgrade said firearm, he/she must make notification to the Chief of Police and seek approval from the Village Board. The existing firearm shall be traded-in and the value applied toward a subsequent purchase. Upon resignation of employment, the firearm shall be returned to the Chief of Police. At the discretion of the Village board, an employee who resigns in good standing or retirement, the Village Board may award the firearm to the employee=

ARTICLE VIII- VACATIONS

The Employee shall be entitled to the following annual vacation in accordance with his continuous service with the Employer:

Five (5)	Days off after one year of continuous service.
Ten (10)	Days off after two years of continuous service.
Fifteen (15)	Days off after five years of continuous service.
Twenty (20)	Days off after ten years of continuous service.
Twenty-five (25)	Days off after twenty years of continuous service.

Vacations must be taken in the year in which they accrue, unless prior approval has been obtained from the Chief of Police and the Employer. Vacations shall be earned and accrued as from the date of Employee's employment (latest date of hire). Vacations not taken in the year in which they accrue will be forfeited without additional compensation to Employees unless prior approval has been obtained to carry them over. **The School Resource Officer (SRO) has the option of receiving payment in lieu of vacation time off up to 10 vacation days per year contingent on notification to the Chief of Police by November 1st.**

ARTICLE IX - HOLIDAYS

The Employees shall receive paid compensation for eight (8) additional hours of work for each of the following listed holidays:

New Year's Day	Labor Day
Friday before Easter	Thanksgiving
Easter	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve

Any Officer that works on a listed Holiday is paid time and one-half (1.5) for all hours worked. Officers will have the option to take a day off within 60 days after the Holiday, using the 8 hours of Holiday pay. If staffing levels do not allow the Officer to take the Holiday in time off, the 8 hours will then be paid.

ARTICLE X - LONGEVITY INCENTIVE

All Employees shall receive longevity benefits according to the following schedule which shall be in addition to the Employee's current annual salary:

One percent (1%) - After each four years of continuous service to Employer.

Employees hired after 01/01/2017 are not eligible for this Incentive.

ARTICLE XI - PENSION

The Employer shall participate in the Wisconsin Retirement System (WRS). The Employer shall pay to the WRS an amount equal to the full employer contribution for all employees.

Employees shall contribute the full employee share as determined by WRS for protective employees.

ARTICLE XII - INSURANCE

The Employer shall provide the Employees with Medical and Hospitalization Insurance provided by a provider of the Employer's choice. Employees shall pay 12% of the monthly premium (with the Employer to pay **88%** of the applicable monthly premium):

2 The Employer shall provide the Employees with life insurance in the amount of their preceding
3 year's salary rounded to the next thousand from the Wisconsin Retirement System. The
4 Employer shall pay the monthly premium for such policy.

5 The Employer shall provide the Employees with dental insurance provided by a provider
6 of the Employer's choice with the Employer's Health Insurance for family or individual as
7 appropriate. The Employer shall pay 88% of the monthly premium for such policy; employees
8 shall pay 12% of the premium.

9 Upon retirement as an Employee of Employer, Employees shall be allowed to continue in
10 the Village group health plan if eligible for such coverage until such time as the Employee is
11 eligible for Medicare benefits. Retirement means that the Employee is eligible to collect benefits
12 from the Wisconsin Retirement System (WRS). The Employee shall pay the premiums for such
13 continuance of Village group health coverage insurance.

14 ARTICLE XIII - SICK LEAVE

15 Employees shall receive one day per month of service up to 120 days for periods of
16 absence resulting from non-occupational medical disability. Employees claiming the benefit of
17 sick leave shall notify the Chief of Police or his/her representative prior to two hours before their
18 normal starting time of their need to be absent. In the event that the Employee has not given such
19 notification, sick leave may be granted at the discretion of the Chief of Police if the
20 circumstances justify the failure to give said notice. The use of sick time shall, at the discretion
21 of the Chief of Police, be allowed for illnesses incurred by members of the Employee's
22 "immediate family." "Immediate Family" shall consist of the Employee's Mother, Father,
23 Grandmother, Grandfather, Mother-In-Law, Father-In-Law, Brother, Sister, Spouse, or Child.
24 Any Employee off work on sick leave shall, whenever possible, notify the Chief of Police or
25 his/her representative of his/her intent to return to work on the day prior thereto. Upon request by
26 the Chief of Police, the Employee must furnish a written physician's statement which contains
27 the physician's opinion that the Employee is medically disabled and unable to work because of
28 such medical disability as a condition of obtaining sick leave benefit. As a condition of returning
29 to regular duty from sick leave, the Chief may require an Employee to provide a doctor's
30 certificate certifying that the Employee is physically and/or mentally capable of performing
31 his/her duties as a Police Officer. Upon termination of employment, employees shall receive the
32 cash equivalent of one half (50%) of their unused accumulated sick days, not to exceed 60 days

Employees retiring after 20 years of service shall receive the cash equivalent of fifty-five (55%) of their accumulated sick days, not to exceed 66 days. The Village shall establish a sick time bank and record all sick leave accumulated. Employees can only accumulate (bank) a maximum of 120 days of unused sick leave days. Employees hired prior to 12-31-01 will be paid for any sick leave days accumulated over 120 days as a day worked at straight time during the month following such monthly accumulation over 120 days. Time spent on sick leave does not count for overtime calculation purposes.

ARTICLE XIV - FUNERAL LEAVE

Employees shall be entitled to time off with pay up to a maximum of three workdays to arrange for or attend the funeral of the Employee's Father, Mother, Grandfather, Grandmother, Spouse, Child, Brother, Sister, Mother-In-Law, Father-In-Law; and up to a maximum of one workday for the funeral of the Employee's Brother-In-Law or Sister-In-Law. The leaves provided for in this Article shall apply only to days that the Employee is regularly scheduled to work and shall not apply to overtime hours or to days when the Employee is on vacation, off duty, off for a holiday, on sick leave, military leave, or on any type of paid or unpaid leave of absence. Time off without pay may be allowed to an Employee by the Chief of Police or his/her representative up to a maximum of three days when necessary to arrange for or attend the funeral of more remote members of the family than listed above, and the Chief of Police or his/her representative may further allow such additional time off without pay as he may deem necessary in special circumstances in connection with the provisions of this Article.

ARTICLE XV - MILITARY LEAVE

Full-time Employees shall be entitled to re-employment after completion of military service as provided by Wisconsin State Statute 45.50.

ARTICLE XVI-WORKER'S COMPENSATION

Employees are entitled to Worker's Compensation coverage. The Employer shall pay to full-time Employees eligible for Worker's Compensation payments for temporary total disability the difference between their regular pay and the amount paid by Worker's Compensation for such temporary total disability for a period not to exceed three months.

ARTICLE XVII - SENIORITY

Seniority is defined as the status attained by length of continuous service of an Employee, beginning with the latest date of hire. **When dates of hire are identical, the order of rank within the hiring pool shall be used.** Seniority shall be used in determining rates of pay and length of vacation, as provided elsewhere in the Agreement. The Chief of Police will assign vacation periods **and shift selection** giving consideration to Employee choice and request. In the event of a conflicting request, seniority will be considered by the Chief in assigning vacations if such requested period is otherwise available.

New Employees shall be on probation for the first twelve months of their employment or until they have completed their recruit training (if required), whichever is later. Probationary Employees may be terminated at any time for any reason at the sole discretion of the Employer.

New Employees shall not attain any seniority until they have completed their probationary period. Following successful completion of their probationary period, the new Employee's seniority shall be retroactive to their latest date of hire.

Employees shall lose their seniority for any of the following reasons:

- A. Discharge.
- B. Resignation.
- C. Retirement.
- D. Unexcused failure to return to work after expiration of a vacation period, leave of absence or period for which Worker's Compensation was paid, or failing to report to work within five days after notice of recall from layoff.
- E. On layoff, for a continuous period of time equivalent to 24 calendar months.
- F. **If an employee is promoted outside of the union, their seniority shall be frozen at the level in place at the date of promotion and will be reinstated if the employee returns to an association position.**

ARTICLE XVIII - DISCIPLINE AND DISCHARGE

No Employee who has completed his probationary period shall be disciplined or discharged except for cause. Disciplinary matters shall be handled in accordance with 62.13(6m) Wisconsin Statute as adopted by Village Ordinance.

ARTICLE
XIX -
GRIEVANCE
PROCEDURES

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Grievances shall be processed in the following manner (time limits set forth shall be exclusive of Saturdays, Sundays, or Holidays).

Step 1. The Employee shall take the grievance up orally with the Chief of Police within five (5) days of the grievant's knowledge of the occurrence of the event causing the grievance. The Chief of Police shall attempt to make a mutually satisfactory adjustment and, in any event, shall be required to give an answer within five (5) days.

Step 2. The grievance shall be considered settled in Step 1, unless, within five days after the Chiefs answer is due, the grievance is reduced to writing and presented to the Chief of Police for written reply. The Chief of Police shall respond in writing within 15 days.

Step 3. The grievance shall be considered settled in Step 2, unless, within five (5) days from the date of the Chiefs written answer or the last date due, the grievance is presented in writing to the Village Clerk who shall forward it to the appropriate committee of the Employer. Such committee shall respond in writing to the Employee's representative or the Employee within 15 days.

Step 4. The grievance shall be considered settled in Step 3, unless, within ten (10) days from the date of the Employer's committee's answer or ten (10) days from the last date due, the dissatisfied party shall request in writing to the other that the dispute be submitted to an arbitrator. No later than 15 days after the written response required in Step 4, either party can request a list of five arbitrators from the staff of the Wisconsin Employment Relations Commission (WERC). **In the event five arbitrators are not available, a list of three shall be requested. The appealing party shall begin the process of alternately striking names from the list, and the last remaining name shall be appointed as the arbitrator to hear the case.**

The grievant shall present the grievance in writing to the Wisconsin Employment Relations Commission, for the purpose of the Commission appointing an arbitrator to arbitrate the grievance pursuant to the Wisconsin Employment Relations Arbitration Service provided for in Wisconsin Statutes. The party requesting an arbitrator shall supply a copy of said request to the other party involved in the grievance. If said time limit expires, the grievance shall be considered settled.

The arbitrator so elected shall hold a hearing at a time and place convenient to the parties and shall take such evidence as in his or her judgment is appropriate for the disposition of the dispute. Statement of position may be made by parties and witnesses may be called. The arbitration award shall be final and binding on the parties.

The arbitrator shall not add to, subtract from, or modify the language of *this* Agreement,

32 in arriving at the determination of any issue presented that is proper for final and binding

arbitration. The arbitrator will expressly confine him/herself to the precise issue(s) submitted for arbitration.

All expenses which may be involved in the arbitration proceedings shall be borne by the parties equally. However, the expense relating to the calling of witnesses, the obtaining of depositions, attorney fees, or any other similar expenses shall be borne by the party at whose request such expenses are required.

When a grievance is appealed to Step 2, it shall state the specific provision(s) of the Agreement alleged to have been violated.

All appeals of duly filed grievances not submitted by the grievant or his representative within the time limit specified shall be determined to be abandoned grievances and, as such, considered as being resolved in favor of the Employer.

Any time limit can be modified by mutual written agreement, signed by the parties.

ARTICLE XX - DUES DEDUCTION

Dues Deduction: The Village agrees to deduct monthly dues in the amount certified by the WPPA/LEER from the pay of employees who individually sign a dues deduction authorization form where the Employee is knowingly and affirmatively consenting to the deduction of dues from the employee's paycheck, including any Local Association dues which the employee has authorized to be deducted in conjunction with the WPPA/LEER dues.

The Village shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the WPPA/LEER or Local Association if applicable, in one lump sum not later than the 15th of each month.

Authorization of dues deduction by a member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association and with the understanding that the deduction will cease as reasonably as practical after receipt of written notice of revocation.

No employee shall be required to join the Association, but membership in the Association shall be made available to all employees in the bargaining unit who apply consistent with either the WPPA or local Association Constitution and By-Laws. No employee shall be denied membership because of race, creed, color, sex or other legally protected class status.

It is expressly understood and agreed that WPPA/LEER will refund to the Village or the employee involved any dues erroneously deducted by the employer and paid to WPPA/LEER and/or the Local Association. WPPA/LEER shall indemnify and hold the Village harmless against any and all third-party claims, demands, suits, order, judgments or any other forms of liability against or incurred by the Village, including all costs of defense and attorney's fees, which may arise out of Employer's compliance with this Article.

ARTICLE XXI - RIGHTS OF EMPLOYER

The rights, functions, and authority to manage all operations and functions of the Employees are vested in the Employer and include, but are not limited to, the following:

- A. To prescribe and administer rules and regulations essential to the accomplishment of the providing of police services desired by the Employer.
- B. To manage and otherwise supervise all Employees.
- C. To hire, promote, transfer, train, assign, and retain Employees and to suspend, demote, dismiss, or take other disciplinary action against Employees as circumstances warrant for cause.
- D. To lay off Employees.
- E. To maintain the efficiency and economy of the Village operations entrusted to the Chief of Police.
- F. To determine the methods, means, and personnel by which such operations are to be conducted.
- G. To take whatever action may be necessary to carry out the objectives of the Employer in emergency situations.
- H. To exercise discretion in the operation of the Village budget, organization, assignment of personnel, and the technology of work performance.
- I. At the Chiefs discretion, experienced officers may be hired and placed into a grade level in Appendix A and a vacation credit taking into account the previous years of experience.

ARTICLE XXII-MATTERS NOT COVERED

Matters not expressly covered by this Agreement which are proper subjects for collective bargaining shall not be affected by this Agreement. All mandatory customs, agreements, procedures, and personnel policies observed and recognized during previous years, whether subject to formal agreements or not, between the Employer and the Employees, and not specifically covered by this Agreement shall continue in full force and effect.

ARTICLE XXIII - AMENDMENTS AND SAVINOS CLAUSE

This Agreement may not be amended, altered, or added to, except by the mutual consent of the parties in writing.

If any Article of this Agreement or any addenda thereto should be held invalid by operation of law or any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article should be restrained by such tribunal, the remainder of this Agreement and addenda shall not be affected thereby.

ARTICLE XXIV - EDUCATIONAL INCENTIVE

For those Employees who wish to continue their education in police-related subjects and education approved by the Chief of Police, the Employer will reimburse the Employee for 75% of tuition and material costs. Employees shall pay 25% of costs.

Upon completion of an associate degree, employee wages shall be increased by \$1,000.00 per year. Upon completion of a B.S. degree, employee wages shall be increase by \$1,500.00 per year. Employee shall receive only the highest amount for which Employee is qualified.

ARTICLE XXV - PERSONAL DAYS

The Chief of Police has the authority to grant three (3) personal leave days per year because of extreme conditions, without loss of pay.

ARTICLE XXVI-SCHOOL RESOURCE OFFICER

1. The officer selected to serve as School Resource Officer shall be selected and appointed by the Chief of Police. The position will be posted, and volunteers will be considered.

2. Only those police officers with two (2) or more years of experience as a police officer will be considered for future appointments to the position of School Resource Officer (SRO).
3. The School Resource Officer will be assigned to work at the Williams Bay School. The School Resource Officer must notify Dispatch when they report for duty.
4. The School Resource Officer will wear his uniform while assigned to work at the Williams Bay School, as determined by the Chief of Police.
5. The School Resource Officer will be assigned to a 5-2, 5-2 work schedule, and work 7:00 a.m. to 4:00 p.m., Monday to Friday, corresponding to the school class schedule. During the summer months when school is not in session, the School Resource Officer will return to uniform patrol duties and work a 5-2, 5-2, 5-3 work schedule.
6. Due to the increase in hours which occurs from the change to a 5-2, 5-2 nine (9) hour work schedule, the School Resource Officer will receive twenty-one (21) additional eight (8) hour compensatory days off during the year. The School Resource Officer will take these compensatory days during the school year when school is not in session.
7. The job duties of the School Resource Officer shall be designated by the Chief of Police.
8. Whenever possible, the School Resource Officer will try to take vacation and other benefit days on days when school is not in session.
9. The step and rate of pay in existence at the time of appointment to the position of School Resource Officer shall be the step and rate of pay for performing the duties of the School Resource Officer, however, the incumbent shall receive any wage increases or step movement which are provided for under the terms of the collective bargaining agreement.
10. If the incumbent wishes to stop being the School Resource Officer, they shall make a written request to the Chief of Police. If the Chief of Police agrees to the request the Officer shall be allowed to return to their former position without loss of seniority or benefits. The Chief of Police reserves the right to keep the incumbent in the School Resource Officer position until a successor has been selected and appointed by the Chief of Police.
11. The Village of Williams Bay reserves the right to reduce staffing by eliminating the least senior officer if the School Resource Officer (SRO) position is eliminated.
12. The School Resource Officer (SRO) will be assigned in the school for a two (2) year term. The SRO, with the approval of the School District Administrator and the Chief of Police shall have the option to re-apply for an additional term after the first 2 years have expired.
13. Every effort will be made to return the SRO back to their preferred assigned shift when school is not in session between June-August. When the SRO's 2-year assignment has expired every effort will be made to return the officer to their previously assigned shift.
14. The SRO has the ability to work OT shifts /Holidays w/ Holiday pay) and Grant Shifts

15. If SRO takes a day off, it could be filled with a full-time officer.

16. Should the SRO program be eliminated after the first term, that officer will be retained by the Village of Williams Bay.

17. The SRO may be required by the Chief of Police to attend specialized training.

ARTICLE XXVII-DURATION

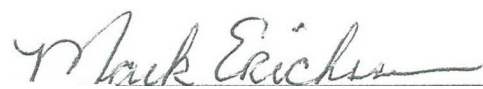
This Agreement shall become effective January 1, 2023 and shall remain in full force and effect up to and including December 31, 2025 and shall continue in full force and effect thereafter from year to year, unless written notice is given by either party at least 180 days prior to a termination date.

DATED this ~~10~~ day of ~~October~~ 0c110'02.c ~~2022~~ 2025

VILLAGE OF WILLIAMS BAY

ASSOCIATION


Village Resident




Attest:


Village Clerk




WPPA/LEER Representative

APPENDIX "A"

Effective January 1, 2023 (4.00 % increase)

	<u>Yearly</u>	<u>Hourly</u>
Starting patrol officer without certification	\$60,356.05	\$30.31
Starting patrol officer with certification	\$61,803.37	\$31.03
Grade 1 (After 1 year)	\$66,317.19	\$33.27
Grade 2 (After 2 years)	\$69,274.07	\$34.79
Grade 3 (After 3 years)	\$73,371.16	\$36.87
Grade 4 (After 4 years)	\$74,876.77	\$37.62

Sergeant	\$80,450.89	\$40.40
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Effective January 1, 2024 (3.50% increase)

Starting patrol officer without certification	\$62,468.51	\$31.37
Starting patrol officer with certification	\$63,966.49	\$32.12
Grade 1 (After 1 year)	\$68,638.29	\$34.43
Grade 2 (After 2 years)	\$71,698.66	\$36.01
Grade 3 (After 3 years)	\$75,939.15	\$38.16
Grade 4 (After 4 years)	\$77,497.46	\$38.94

Sergeant	\$83,266.67	\$41.82
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Effective January 1, 2025 (3.00% increase)

Starting patrol officer without certification	\$64,342.56	\$32.31
Starting patrol officer with certification	\$65,885.48	\$33.08
Grade 1 (After 1 year)	\$70,697.44	\$35.46
Grade 2 (After 2 years)	\$73,849.62	\$37.09
Grade 3 (After 3 years)	\$78,217.32	\$39.30
Grade 4 (After 4 years)	\$79,822.38	\$40.11

Sergeant	\$85,764.67	\$43.07
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	Effective Jan. 1, 2026		Effective Jan 1, 2027		Effective Jan 1, 2028	
Wage increase	3.00%		3.00%		4.00%	
	Yearly	Hourly	Yearly	Hourly	Yearly	Hourly
Start Patrol w/o cert	\$66,272.84	\$33.29	\$68,261.02	\$34.28	\$70,991.46	\$35.66
Start Patrol w/ cert	\$67,862.04	\$34.08	\$69,897.91	\$35.11	\$72,693.82	\$36.51
Grade 1 (after 1 year)	\$72,818.36	\$36.57	\$75,002.91	\$37.67	\$78,003.03	\$39.18

Grade 2 (after 2 years)	\$76,065.11	\$38.20	\$78,347.06	\$39.35	\$81,480.94	\$40.92
Grade 3 (after 3 years)	\$80,563.84	\$40.46	\$82,980.75	\$41.68	\$86,299.98	\$43.35
Grade 4 (after 4 years)	\$82,217.05	\$41.29	\$84,683.56	\$42.53	\$88,070.91	\$44.23
Sergeant	\$85,764.67	\$43.08	\$88,337.61	\$44.37	\$91,871.11	\$46.14

Starting Investigator will be paid his present Grade plus 2%

Starting Sergeant will be paid his present Grade plus 4%

APPENDIX "B"

Item	<u>Initial Issue Uniform List</u>	<u>Quantity</u>
Summer Shirts		3
Winter Shirts		3
Trousers		3
Neck Ties		2
Winter Coat		1
Vest (non-ballistic)		1
Jacket (Spring/Fall)		1
Summer Ball Cap (optional)		1
Winter Ball Cap (optional)		1

Equipment issued and owned by and to be returned to the Village

Shirt Badge	2
Collar Insignia/Set	1
Name Tag	1
Department Identification Card	1
Hand Cuffs	1

The following items may be purchased from the clothing allowance with prior approval from the Chief of Police.

Gun Belt
 Holster
 Ammunition Pouch
 Handcuff Case
 Uniform Shoes & Boots
 Handcuffs
 Batons
 Flashlights
 Turtleneck Undershirts
 Turtleneck Dickey
 Gloves-Summer & Winter
 Squad Bags
 Trigger Lock for Service Weapons
 Sunglasses

Other Belt accessories that are approved for duty use by the Chief of Police
 Other personal equipment used during the course of employment.

Hi Dave and Jennifer ,

Please find attached your 26-27 Village of Williams Bay Renewal Proposal from the League of Wisconsin Municipalities Mutual Insurance Program (LWMMI), the Municipal Property Insurance Company (MPIC) and our partner carrier United Heartland. Over-all the entire package of premiums went up by 10.1%

Please note the following:

- **LWMMI Package of Coverages went up by 6.0%**
 - The police professional due to adding 2 new officers
 - The Auto physical damage due replacing an older vehicle with a new vehicle
 - The cyber due to Operating Expenditures increasing from \$8,035,931 to \$10,074,819
- **MPIC Property went up by 31.7%**
 - The main reason is due to the Appraisal done this year that increased the values by 31.7% as well as adding on the Conservancy Boardwalks/Bridges this year also.
 - Due to the addition of all the Conservancy Boardwalks/Bridges we wanted to quote some optional coverages for you. Please see the bottom of page 6 of the proposal for the cost and page 19 that explains Pier and Wharf Coverage for an additional \$16,443. The appraisal also pointed out adding hydrants and garbage cans to the statement of values so we also wanted to offer adding the Utility Meters for \$250 additional.
- **Workers Compensation went up by 2.1% (please see page 5)**
 - Your Mod went from 1.09 down to 1.06 but the payroll increased by \$220,744
- **Premier Services Available to you are very important to review-pages 37 thru 53**

I would direct your attention to pages 4-6 of the Proposal which are the comparison pages. This is a perfect quick glance at any changes from last year to this year as explained above.

I am happy to come out and meet with you at any time to go over all of this, a teams call or even a simple phone call, whatever you prefer, please let me know.

I look forward to hearing from you either way on if you want to set up a meeting, have any questions or want to renew as proposed or add any of the other optional coverages. I hope you both have a great weekend and we can talk next week.

Sincerely,

Nancy

Nancy Wuenne CPIA | R&R Insurance Services, Inc.
Program Specialist
2021 S. 18th Avenue, Suite 202 West Bend WI 53095
Nancy.Wuenne@rrins.com | www.myknowledgebroker.com
phone: 262-338-7865 | Fax: 262-953-1306



Village of Williams Bay Proposal

1/1/2026 – 1/1/2027

The LWMMI



**Protection for League Members and the
communities they call home.
That is our business and we do it well**

Created in 1984 and governed by a board of your peers, League Insurance insures more than 500 cities, villages and special districts. We are 100% member owned and our financial security, broad coverages and customized services are specifically designed to serve Wisconsin municipalities.

- 1 Premium Comparison
- 2 Proposal
- 3 Property
- 4 Cyber
- 5 Premier Services

Insured Name: Village of Williams Bay		Premium Comparison			
Nancy Wuenne/ Ashley Pettit					
Effective: 1/1/2026					
Company	Prior Year	Current Year - By Companies Quoting			
	<u>LWMMI</u>	<u>LWMMI</u>			
Year	2025	2026	Difference		
Coverages					
General Liability	\$8,706.00	\$8,759.00	\$53.00	0.6%	
Police Prof Liability	\$7,532.00	\$9,394.00	\$1,862.00	24.7%	
Public Officials Liability	\$12,593.00	\$12,453.00	-\$140.00	-1.1%	
Auto Liability	\$9,727.00	\$9,911.00	\$184.00	1.9%	
Auto Physical Damage	\$14,173.00	\$14,805.00	\$632.00	4.5%	
Crime	\$635.00	\$635.00	\$0.00	0.0%	
Cyber	\$3,988.00	\$4,838.00	\$850.00	21.3%	
Package Total	\$57,354.00	\$60,795.00	\$3,441.00	6.0%	
Property	\$25,245.00 MPIC	\$33,253.00 MPIC	\$8,008.00	31.7%	
Other Coverages Subtotal	\$25,245.00	\$33,253.00	\$8,008.00	31.7%	
Workers Compensation	\$39,704.00	\$40,549.00	\$845.00	2.1%	
Estimated Premium	\$122,303.00	\$134,597.00	\$12,294.00	10.1%	
Exposure changes					
	<u>2025</u>	<u>2026</u>	<u>Difference</u>		
Package Changes					
Total Payroll	\$1,932,840	\$2,153,584	220,744	11.4%	
# of Full Time Police Officers	9	11	2	22.2%	
Number of Vehicle	33	33	0	0.0%	
Population	2,953	2,953	0	0.0%	
APD - Total Value Covered	\$3,229,231	\$3,279,231	50,000	1.5%	
APD- Total Number of Vehicles	32	32	0	0.0%	
Number of Employees	37.75	37.75	0	0.0%	

Insured Name: Village of Williams Bay		Workers' Compensation Comparison									
Effective: 1/1/2026											
Code	Classification	2025 Payroll Exposure	2025 Rate	2025 Premium	2026 Payroll Exposure	2026 Rate	2026 Premium	Exposure Difference	Rate Difference	% Rate Difference	Premium Difference
7520	Waterworks Operation	109,950	2.83	3,112	113,250	2.59	2,933	3,300	-0.24	-8.5%	(179)
7709	Fire Department - Volunteer <i>Flat Charge based on Population</i>	2,953		1,813	1,870		1,392				(421)
7720	Police Officers	716,800	2.32	16,630	912,967	2.14	19,537	196,167	-0.18	-7.8%	2,907
8810	Clerical Office	634,877	0.16	1,016	653,925	0.16	1,046	19,048	0.00	0.0%	30
9414	Village Operations	458,300	3.57	16,361	472,050	3.39	16,002	13,750	-0.18	-5.0%	(359)
Totals		1,922,880		38,932	2,154,062		40,910	232,265			1,978
Experience Mod			1.09	3,504		1.06	2,455		-0.03		(1,049)
Premium Discount			7.00%	(2,952)		7.00%	(3,036)		0.00%		(84)
Expense Constant				220			220				0
Terrorism Coverage			0.00	0		0.00	0				0
Total Premium				\$39,704			\$40,549				\$845

Insured Name: Village of Williams Bay		Property Comparison			
Effective: 1/1/2026					
		Prior Year MPIC 2025	Current Year MPIC 2026	Difference	
Building, BPP, PITO					
Premium		\$20,503.00	\$27,653.00	\$7,150.00	35%
Coverage Limit		28,525,467	38,345,900	\$9,820,433.00	34%
Rate		\$0.0719	\$0.0721	\$0.00	0%
Deductible		\$5,000.00	\$5,000.00	\$0.00	0%
Coverage Limit		997,080	953,300	-\$43,780.00	-4%
Rate		\$0.22	\$0.22	\$0.00	0%
Deductible		\$1,000.00	\$1,000.00	\$0.00	0%
Contractor's Equipment under \$25K					
No Charge		\$0.00	\$0.00	\$0.00	0%
Coverage Limit		184,984	248,000	\$63,016.00	34%
Deductible		\$1,000.00	\$1,000.00	\$0.00	0%
Business Income					
Premium		\$360.00	\$360.00	\$0.00	0%
Coverage Limit		1,000,000	1,000,000	\$0.00	0%
Rate		\$0.036	\$0.036	\$0.00	0%
Deductible		\$1,000.00	\$1,000.00	\$0.00	0%
Equipment Breakdown					
Premium		\$2,188.00	\$3,125.00	\$937.00	43%
Coverage Limit		27,311,267	38,345,900	\$11,034,633.00	40%
Rate		\$0.008	\$0.0081	\$0.00	2%
Deductible		\$5,000.00	\$5,000.00	\$0.00	0%
Property Total		\$25,245.00	\$33,235.00	\$7,990.00	32%
2025 PITO Limit and Premium includes the addition of the Conservancy Boardwalks/Bridges via endorsement effective 3/4/2025					
Optional Coverages					
Coverage Type	Pier and Wharf	Utility Meters			
Limit	\$2,421,500	\$794,400			
Deductible	\$5000/ 10%	\$1,000			
Coverage Annual Premium	\$16,443	\$250			



Proposal

COVERAGE PROVIDED FOR:

- Elected/Appointed Officials
- Commissions
- Departments
- Employees
- Mutual Aid Assistance
- Volunteers

COMPREHENSIVE COVERAGE INCLUDES:

- Auto Liability
- Auto Physical Damage
- Crime Liability
- Cyber Liability
- Employee Benefits Liability
- Employment Practices Liability
- General Liability
- Law Enforcement
- Public Officials & Employment Practice Liability
- Self-Insured Retention Workers' Compensation
- Workers' Compensation

ADDITIONAL COVERAGE ENHANCEMENTS

Liability:

- Airports
- Back Wages in Employment Claims
- Breach of Contract
- Care, Custody, & Control
- Communicable Disease
- Contractual Liability
- Cyber
- Damages to Rented Premises
- Dams
- Defense Costs in Addition to Limit
- Discrimination
- Drones
- EEOC actions
- Failure to Supply
- Land Use, Permits, & Zoning Claims
- Medical Payments
- No Fault Sewer Backup Optional Coverage
- Non-monetary Claims
- Occurrence Based
- Pollution
- Sexual Harassment/Abuse Coverage
- Special Events Included
- Tax Assessment Claims
- Volunteers
- Watercraft
- Wrongful Termination

Auto:

- Automatic New Auto Coverage
- Autos of Others in Your Care, Custody, or Control
- Commandeered Autos
- Hired Auto Physical Damage
- Hired/Non-owned
- Lease Gap
- Personal Auto Physical Damage Deductible Reimbursement
- Temporary Transportation Expense
- Towing Expense
- Uninsured/Underinsured

HUMAN RESOURCES ASSISTANCE

League Insurance has partnered with *Stafford Rosenbaum LLP* to provide the following human resources services:

- HR Hotline – phone assistance with HR-related issues.
- Talent Management – support with recruitment, hiring, background screening, onboarding, performance management, coaching, feedback, disciplinary counseling, termination management, and organizational and staff development.
- Employment Law Compliance – WI and Federal Fair Employment, wage & hour, safety, FMLA, I-9 Employment Verification, and more.
- Documents – development/review of job descriptions, **handbooks, policies, procedures**, and forms customized for the municipality.
- Compliance and HR practices assessments and development of remedial plans.
- Workplace Training – related to compliance and HR-related topics for supervisors and/or employees.
- Workplace investigations.
- Sample handbooks, toolkits addressing various HR subjects and best practices, and online harassment and discrimination training webinars.

EMPLOYEE SAFETY & RISK MANAGEMENT

With loss control resources provided by United Heartland, we can analyze loss trends and municipal operations to **customize a safety program for your community**. Included are comprehensive safety manuals, job site analysis, newsletters, webinars, and information on many topics including:

- | | |
|---|---|
| • Confined Space | • Power Platforms/Aerial Lifts |
| • Excavating/Trenching | • Respiratory Protection |
| • Hearing Conservation | • Rigging/Slings/Hoists |
| • Ladder Safety/Fall Protection | • Tools – Hand Tools/Power Tools |
| • Lawn Care/Mowers/Trimming/Landscaping | • Tree Trimming/Chainsaw & Chipper Safety |
| • Lockout Tagout/Electrical Arc Flash | • Water Hazards – Pools, Ponds, Lakes |
| • Motor Vehicle & Construction Equipment Safety | • Welding, Cutting, or Brazing |
| • Outside Contractor Qualification | • Work Zone Safety/Traffic Control |

LEAGUE INSURANCE UNIVERSITY

League Insurance has partnered with *Lexipol* to provide self-paced online courses *written specifically* for local government and public safety professionals. Courses are available on demand from any computer or mobile device with internet access, 24/7.

- League Insurance University offers all employees access to over **200 online training topics** including HR & Management, Safety, Public Works, Law Enforcement, and much more.
- For Water and Wastewater, League Insurance University courses can be used to fulfill annual training hours requirements. Wastewater professionals will simply need to submit their certificate of course completion directly to the DNR for training approval.
- For law enforcement, League Insurance Police University can be used to fulfill 8 of the 24 hours of annual training requirements with Department level approval.

CYBER UNIVERSITY

League Insurance is partnered with leading cyber insurance provider, *Tokio Marine HCC*. With cyber liability coverage from League Insurance, you have **access to state-of-the-art cyber coverage and resources** including:

- Training courses on many topics including ransomware, phishing emails, network security, and more.
- Sample policies and procedures for best practices and breach response plans.
- Cyber security advisors for technical information and scenario planning.

LAW ENFORCEMENT POLICIES/PROCEDURES ASSISTANCE

League Insurance members are **eligible to receive reimbursement** for updating law enforcement and fire department manuals through an accredited policy manual service provider, as well as reimbursement for law enforcement accreditation.

REBOUND RETURN TO WORK PROGRAM

League Insurance has contracted with *Rebound*, a company which specializes in rehabilitation of injured municipal employees. The program gets your employees seen by top specialists quickly, and with better outcomes. This helps employees recover and saves departments money. Under the *Rebound* program, members are **100% reimbursed** by League Insurance for Rebound expenses incurred.

NURSE TRIAGE & TELEHEALTH

League Insurance is partnered with *CorVel* to provide nurse triage and telehealth services. CorVel's proactive healthcare solution offers injured workers the following medical services:

- Nurse Triage – **24-7 access to registered nurse hotline** to evaluate injuries to determine immediate medical needs.
- Telehealth – Provides immediate referral to medical physicians when needed via computer, tablet, or phone.

LEAGUE INSURANCE

316 W. Washington Avenue
Suite 600
Madison, WI 53703
(608) 833-9595

Matt Becker
Chief Executive Officer
matt@lwmmi.org

Emily Eagon
Director of Training and Member Services
EEagon@lwm-info.org

Craig Sherven
Public Safety Specialist
csherven@lwmmi.org

R & R INSURANCE SERVICES

N14 W23900 Stone Ridge Drive
Waukesha, WI 53188
262-245-2700

Nancy Wuenne
nancy.wuenne@rrins.com
(262) 338-7865
262-245-2700

WORKERS COMPENSATION CLAIMS ADMINISTATOR

United Heartland
PO Box 3026
Milwaukee, WI 53201-3026
(800) 258-2667

Denise Kawczynski
Senior Claims Representative
denise.kawczynski@unitedheartland.com
(262) 787-7646

LIABILITY CLAIMS ADMINISTRATOR

Statewide Services, Inc.
PO Box 5555
Madison, WI 53705
(800) 858-1536

Dan Lowndes
Managing Attorney
dlowndes@statewidesvcs.com
(608) 828-5687



League Insurance Quote Summary

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Policy Effective Date: 1/1/2026

Proposal Number: 13327

Insured Name: Williams Bay, Village of

Contact Name: David Lothspeich

Contact Phone: 262-245-2700

Contact Email: admin@vi.williamsbay.wi.gov

Agency: R & R Insurance Services

Agent Name: Wuenne, Nancy

Agent Email: nancy.wuenne@rrins.com

Agent Phone: (262) 338-7865

PREMIUM:

	Expiring Policy			Renewal		
	Deductible	Limit	Premium	Deductible	Limit	Premium
General Liability	0	6,000,000	8,706	0	6,000,000	8,759
Police Professional Liability	0	6,000,000	7,532	0	6,000,000	9,394
Public Official Liability	0	6,000,000	12,593	0	6,000,000	12,453
Auto Liability	0	6,000,000	9,727	0	6,000,000	9,911
Auto Physical Damage	N/A	N/A	14,173			14,805
Airport	N/A	N/A	0	N/A	N/A	0
Dam	N/A	N/A	0	N/A	N/A	0
No Fault Sewer						
Railroad	N/A	N/A	0	N/A	N/A	0
UM & UIM Higher Limit	N/A	25,000/50,000	0	N/A	25,000/50,000	0
Crime & Bonds	2,500	250,000	635	2,500	250,000	635
Cyber	2,500	1,000,000	3,988	2,500	1,000,000	4,838
Total Premium			57,354.00			60,795.00

EXPOSURES AND LIMITS:

Base Exposures:	Expiring	Renewal
Total Payroll	1,932,840	2,153,584
Number for FTE Police	9.00	11.00
Number of Vehicles (Auto Liability)	33	33
Population	2,953	2,953
APD – Total Value	3,229,231	3,279,231
APD – Total Number of Vehicles	32	32
Number of Employees	37.75	37.75
Supplemental Exposures:		
UM & UIM limit	\$25K Per Person / \$50k Occurrence	\$25K Per Person / \$50k Occurrence
Cyber Limit	1,000,000	1,000,000
Operating Expenditures (Cyber)	8,035,931	10,074,819
Number of Dams		
Number of Railroads	N/A	N/A
Airport Coverage	No	No
Airport Refueling	N/A	N/A
Population Base for No Fault Sewer Coverage	2,953	2,953

ADDITIONAL INSURED:

Name	Reason
Flex Financial, a division of Stryker Sales, LLC	Power Load Lift

Walworth County Range Facility	liability arising out of use or damage to Walworth County and adjacent land owners property during use of range
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Proposed coverages, no coverage has been bound.

League Insurance – Auto Schedule

Municipality: Williams Bay, Village of

Effective Date: 1/1/2026

Expiration Date: 1/1/2027

Auto Liability Deductible: 0

Year	Make	Model	Vehicle Type	VIN #	Dept. (optional)	Zip Code (Garaged at Night)	Parked Inside (i) or Outside (o)	Is Garage Location in a Flood Zone?	APD Total Value	Is APD Coverage Requested?	APD Deductible	APD Coverage Type (Actual Cash Value, Agreed Value or Replacement Cost)
1998	GMC	Step Van	Fire Other	GBHP32R2W3313168	Fire		Inside	No	11,392.00	Yes	\$500	Actual Cash Value
2002	Ford	Horton 450	Fire Other	1FOX45F72HA22515		53191	Inside	No	22,713.87	Yes	\$2,500	Actual Cash Value
2003	Ford	F150	Pickup	2FTRF18W73CA74078		53191	Inside	No	15,500.00	Yes	\$500	Actual Cash Value
2005	Freightliner	Leaf Vac Trk	Dump Truck	1FVACXDC45HV32910		53191	Inside	No	103,000.00	Yes	\$2,500	Actual Cash Value
2005	International	7400	Dump Truck	1HTVVDAA06J218124		53191	Inside	No	90,000.00	Yes	\$500	Actual Cash Value
2006	International	Plow Truck	Dump Truck	1HTWDAA06J401492		53191	Inside	No	95,000.00	Yes	\$500	Actual Cash Value
2006	International	Plow Trk	Dump Truck	1HTWDAA06,1401491.		53191	Inside	No	95,000.00	Yes	\$500	Actual Cash Value
2006	Ford	F550	Fire Other	1FDAWS6P66ED91960		53191	Inside	No	57,928.13	Yes	\$500	Actual Cash Value
2010	Ford	Edge	Pickup	2FM0K4JC2A131346455		53191	Inside	No	48,328.00	Yes	\$500	Actual Cash Value
2010	Chevrolet	Colorado	Pickup	1GCJTCDEXA8131894	No APD - Liability Only	53191	Outside	No	0.00	No		
2011	Ford	350	Pickup	1F1RF3136XEEA22893		53191	Inside	No	23,937.00	Yes	\$500	Actual Cash Value
2011	Chevrolet	Silverado	Pickup	1GCWKPEA08Z323909		53191	Inside	No	20,700.00	Yes	\$500	Actual Cash Value
2012	Ford	350	Pickup	1FD8F3F69CEC12306		53191	Inside	No	35,000.00	Yes	\$500	Actual Cash Value
2012	Pierce	Pumper	Fire Other	4P1CSO1A3CA013068		53191	Inside	No	389,300.58	Yes	\$2,500	Actual Cash Value
2012	International	4300	Dump Truck	1HTMNAAL5CH591002		53191	Inside	No	118,575.00	Yes	\$2,500	Actual Cash Value
2012	International	7400	Dump Truck	1HTVVDAA06J331317		53191	Inside	No	118,575.00	Yes	\$2,500	Actual Cash Value
2014	Ford	interceptor	Police	1FM5K8AR9EGC26009		53191	Inside	No	31,000.00	Yes	\$500	Actual Cash Value
2016	Ford	Interceptor	Police	1FM5K8AR2GGC91643		53191	Inside	No	29,000.00	Yes	\$500	Actual Cash Value
2018	Pierce	Pumper	Fire Other	4P1BAAFF1JA019201		53191	Inside	No	582,578.49	Yes	\$2,500	Replacement Cost
2019	Chevrolet	Silverado	Pickup	1GCUYAEF9KZ331624		53191	Inside	No	29,032.00	Yes	\$500	Actual Cash Value
2019	Ford	F150	Pickup	1FTMF1E56KKCO5534		53191	Inside	No	20,361.00	Yes	\$500	Actual Cash Value
2019	Ford	F150	Pickup	1FTEW1EP2KFB93672		53191	Inside	No	37,995.00	Yes	\$500	Actual Cash Value
2020	Ford	F-350	Pickup	1FTRF3B6XLEE08294		53191	Outside	No	27,168.00	Yes	\$500	Actual Cash Value
2020	Chevrolet	Tahoe	Pickup	1GNSKDEC8LR278245	Police	53191	Outside	No	37,466.00	Yes	\$500	Actual Cash Value
2020	International	Leaf Vac Truck	Dump Truck	3HBADTAR8LL424246		53191	Inside	No	180,000.00	Yes	\$2,500	Replacement Cost

2020	Freightline	Dump Truck	Dump Truck	3ALACYFE7LDMH6741		53191	Inside	No	180,000.00	Yes	\$2,500	Replacement Cost
2021	International	CV515	Dump Truck	1HTKTSWMOMH319284			Inside	No	114,498.00	Yes	\$2,500	Replacement Cost
2022	Chevrolet	G4500	Rescue	1HA6GUC7XNN011955		53191	Inside	No	216,262.00	Yes	\$2,500	Replacement Cost
2023	Chevrolet	Tahoe	Police	1GNSKLED2PR496965		53191	Inside	No	85,000.00	Yes	\$500	Replacement Cost
2023	Chevrolet	Tahoe	Police	1GNSKLED7PR473004		53191	Inside	No	85,000.00	Yes	\$500	Replacement Cost
2023	Chevrolet	Tahoe	Pickup	1GNSKLED7PR398191					43,187.00	Yes	\$500	Replacement Cost
2025	Chevrolet	Tahoe	Police	1GNS6UED0SR293530	Police	53191	Inside	No	80,000.00	Yes	\$500	Replacement Cost
2025	International	HV507	Dump Truck	3HAEDTAR8SL626390		53191	Inside	No	255,734.00	Yes	\$500	Replacement Cost

Number of Vehicles with Auto Liability: 33

APD Total Value: \$3,279,231

Number of Vehicles with APD: 32

(1) "APD Value" is determined by Original Cost New (OCN – retail cost the original purchaser paid for the vehicle) or by Appraisal Value for certain older Fire/Rescue vehicles. Insured value may differ from "APD Value" based on coverage type selected.

(2) APD Coverage Type is determined by underwriting and is based on the vehicle age and value.

* Trailers do not impact auto liability premiums.



Workers Compensation

Employers Liability & Increased Limits

Coverage	Each Accident	Disease Policy	Disease Employee
WC & Employer's liability	\$100,000	\$500,000	\$100,000

Worker's Comp Rating Basis

Workers Compensation Insurance Quotation

Classification	Code #	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 Of Remuneration	Estimated Annual Premium
Period 01/01/2026 - 01/01/2027				
Wisconsin				
WATERWORKS OPERATION & D	7520	113,250	2.59	2,933
FIRE DEPARTMENT - VOLUNTEER	7709	1,870	0.00	1,392
POLICE OFFICERS & DRIVERS	7720	912,967	2.14	19,537
CLERICAL OFFICE EMPLOYEES NOC	8810	653,925	0.16	1,046
MUNICIPAL OPERATIONS - MISCELLANEOUS - VILLAGE	9414	472,050	3.39	16,002
Total Manual Premium				40,910
Experience Modification	9898	40,910	1.060	2,455
Total Modified Premium				43,365
Total Standard Premium				43,365
Premium Discount	0063	43,365	7.0%	(3,036)
Expense Constant	0900			220
Terrorism		2,154,062		0
Catastrophe (other than Certified Acts of Terrorism)		2,154,062		0
Total Estimated Annual Premium				40,549

The exposures shown above are subject to audit and may result in an additional or return premium depending on your actual exposures for the policy term. The audit could also result in additional classifications not shown in this proposal.



Property



Does your law enforcement or emergency services personnel use drones? Do they understand how to maximize the capabilities of these devices and the associated technology, effectively and safely?

In partnership with Northeast Wisconsin Technical College, MPIC is offering drone training courses. These courses are designed for operators who are already FAA Section 107 Certified or have received an FAA Certificate of Waiver (COA) from entities that already have drone equipment.

COURSE OUTLINE:

- ▶ Interior Operations and Building Evaluation and Clearing
- ▶ Exterior Operations and Search and Rescue

No tuition fee for MPIC insured drone operators.

Class hours are accredited for ACADIS 24 hours of mandatory training.



◀ Register here
for drone classes

For additional information, contact:

Blair at brogacki@mpicwi.com or

Rob at rob.hock@nwtc.edu



PIER AND WHARF ENDORSEMENT



MEETING YOUR NEEDS

Piers and wharves are a major exposure base that is often overlooked and inadequately valued. MPIC is dedicated to providing comprehensive coverage and unique products to fulfill our policyholders' needs.

COMMON EXPOSURES

Common pier and wharf exposures include the following:

- ✓ Piers
- ✓ Docks
- ✓ Wharves
- ✓ Boardwalks
- ✓ Slips

EXCLUSIONS ELIMINATED

While the MPIC policy provides standard peril coverage for pier and wharf exposures, there are particular exclusions that directly apply to this type of property under the policy form. In order to bridge this potential gap in coverage, MPIC offers the Pier and Wharf endorsement which eliminates the following exclusions:

- ✓ **IMPACT** of watercraft
- ✓ **PRESSURE OR WEIGHT** of snow, ice, and rain – whether wind-driven or not
- ✓ **WAVE** activity

VERSIONS OF ENDORSEMENT

MPIC provides two versions of the Pier and Wharf endorsement:

- ✓ **MPIC 203(0918) Pier and Wharf Replacement Coverage:**
This endorsement provides full replacement cost for all scheduled pier and wharf exposures.
- ✓ **MPIC 204(0918) Pier and Wharf Limited Coverage:**
This endorsement limits the per occurrence amount to \$250,000 for scheduled pier and wharf exposures. A variety of deductible options are available under these endorsements.

WORK WITH YOUR AGENT

MPIC encourages our policyholders to work with their agent to review their PITO schedules, verifying all owned property is fully reported and accurately valued. Reporting new assets can be accomplished by using the online Asset Management System (AMS) or by informing MPIC directly by emailing us at policy@mpicwi.com.

**Municipal Property Insurance Company**

9701 Brader Way, Suite 301

Middleton, WI 53562

Telephone: (608) 821-6303

www.mpicwi.com**MPIC-001 – Primary Coverage Form****Coverage Enhancements for 1/1/24**

- Increase Ordinance and Law sublimit to \$10MM limit. **Currently \$5MM**
- Offer Fiber Optics Endorsement that expands coverage territory to the legal boundaries of the insured entity. – **Currently limited to within 1,000' of an insured building. Expansion of coverage territory would incur a minimal premium charge and provide a stated sub-limit.**

Entity	\$250,000	\$500,000
County	\$500	\$750
City	\$500	\$750
Village	\$250	\$500
Towns	\$250	\$500
Special Districts	\$250	\$500
Water, Sewer, and Electric Utilities	\$500	\$750
Housing Authorities	\$250	\$500
Educational Facilities K-12	\$500	\$750
Educational Facilities Other	\$500	\$750
Universities	\$750	\$1,000
Technical Colleges	\$750	\$1,000
Tribal Governments	\$250	\$500

- Increase the sub-limit for Service dogs and Horses to \$50,000 per occurrence. – **Currently \$25,000 per occurrence**
- Increase Architect Fees sub-limit to \$250,000 – **Currently \$100,000**
- Increase Foundations and Footings coverage to \$250,000 – **Currently \$100,000**
- Include full coverage for Fire Department Response coverage. – **Currently limited to \$25,000 per responding department**

SERVICE HIGHLIGHTS



FINANCIAL STRENGTH

MPIC has a \$500 million reinsurance program in place to provide the security needed for large or catastrophic losses. All reinsurance companies are rated "A" or better by A.M. Best with a combined surplus of \$7 billion. Lloyds of London syndicates also provide additional support and financial security. Our partnerships with financially strong reinsurers provide significant assets supporting MPIC's promise to pay.



APPRAISAL SERVICES

MPIC has partnered with AAE Consulting to provide a comprehensive appraisal to each insured. This includes on-site evaluations of all buildings greater than utility buildings and all other buildings valued more than \$250,000. These appraisals are provided on a rolling five-year cycle, at no additional cost to the insured. Our appraisal program also provides valuations for contractor equipment greater than \$20,000 and the development of an inflation factor to ensure your values remain accurate.



POLICY/CLAIM SERVICES

MPIC has as staff of underwriting and claims personnel that are specifically dedicated to working with MPIC insureds and agents. These individuals are strategically located throughout the state to rapidly address the service requirements of insureds.



AGENT SERVICES

The needs of municipalities and counties are different than commercial companies. That is why MPIC has appointed agents who specialize in servicing LWMMI, CVMIC, and WMMIC members. Your needs come first.

MPIC'S BOARD OF DIRECTORS

MPIC is fortunate to have seven board members, whose full-time positions are servicing municipalities and counties in Wisconsin. They understand your needs and provide the direction and oversight to MPIC service providers.

Board of Directors:

- Jerry Deschane, *Executive Director LWM and LWMMI Director*
- Matt Becker, *CEO LWMMI*
- Steve Stanczak, *CEO CVMIC*
- Robert Smith, *City of Brookfield CVMIC*
- Pallin Allen, *Executive Director WMMIC*
- Eric Veum, *Risk Manager - City of Madison WMMIC*
- Blair Rogacki, *CEO MPIC*



COVERAGE HIGHLIGHTS

The Reason Insurance is Purchased

- Contractor's Equipment coverage included with no premium charge for all items up to \$25,000 - Coverage for equipment in excess of \$25,000 is provided if scheduled on the policy.
- Valuable records coverage with full coverage limits, once deductible is met
- \$10 million extra expense coverage; additional coverage available if requested
- \$5 million for asbestos cleanup, abatement and removal from a covered loss
- \$10 million for ordinance and law losses
- \$1 million coverage for unscheduled buildings
- \$10,000 coverage for unscheduled Property In The Open (PITO)
- Coverage for service dogs and horses up to \$50,000; subject to a \$1,000 deductible
- Builder's risk coverage for projects up to \$2.5 million in value included when endorsed; projects up to \$10 million in value are eligible
- \$2 million coverage for pollutants from a covered peril
- \$5 million of earth movement coverage per occurrence
- \$5 million of flood coverage per occurrence for property not located in a flood plain
- \$50,000 coverage for excavation, grading and filling
- \$250,000 coverage building foundations and footings
- Coverage for trees and shrubs damaged by any covered peril within 100' of a scheduled building
- Coverage for fire department service charges with no deductible
- \$50,000 coverage for documentation of loss coverage
- \$250,000 coverage for architectural and engineering design
- \$25,000 coverage for computer service interruption
- Coverage for scheduled pedestrian bridges – enhanced coverage available
- Coverage for scheduled piers and wharfs – enhanced coverage available
- Direct damage from utilities is covered for buildings, personal property, and PITO
- Expanded coverage for underground fiber optic cable within the municipality's jurisdictional boundaries available by endorsement
- Limited coverage for fungus related to a covered peril
- Emergency support equipment contained in/on emergency response vehicles subject to a \$1,000 deductible.
- Coverage for utility meters is available by endorsement

IMPORTANT HIGHLIGHTS

BLANKET PLUS COVERAGE

Coverage up to **125%**

of your Total Insured Value
for any covered loss

AUTOMATIC COVERAGE

for all newly acquired
property and contractors
equipment, during the policy
period, without needing to
endorse the policy

A SINGLE DEDUCTIBLE

applies to a covered loss
that impacts more than one
property type



Commercial Property

Subjects of Insurance

Subjects of Insurance	Limit	Deductible
Building	\$ 27,768,100	\$ 5,000
Business Personal Property	\$ 2,628,700	\$ 5,000
Property in the Open	\$ 7,949,100	\$ 5,000
Contractors Equipment Over \$25,000 Replacement cost	\$ 953,300	\$ 1,000
Contractors Equipment Under \$25,000 Replacement Cost	\$ 248,000	\$ 1,000
Equipment Breakdown	\$ 38,345,900	\$ 5,000
Business Income	\$ 1,000,000	\$ 1,000
	\$	\$
	\$	\$
	\$	\$

Optional Endorsements to quote:

- Business Income
- Fiber Optics – Expands coverage territory to the legal boundaries of the insured entity.

Entity	Limit: \$250,000	Limit \$500,000
City	\$500	\$750
Village	\$250	\$500
Towns	\$250	\$500
Water, Sewer, and Electric Utilities	\$500	\$750
Housing Authorities	\$250	\$500

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - \$38,345,900

Site	Bldg	Description	Year Built	Floors	Square Footage	Building RC	Personal Property RC
001		<i>Municipal Building</i>					
	001	Municipal building 250 WILLIAMS STREET, WILLIAMS BAY, WI 53191	1996	1.0	6,283	\$1,858,000	\$330,500
		Municipal Building (001) Total				\$1,858,000	\$330,500
002		<i>Water Treatment Plant</i>					
	001	LIME STORAGE 155 ELKHORN ROAD, WILLIAMS BAY, WI 53191	1984	1.0	0	\$287,800	\$0
	002	SLUDGE THICKENER 155 ELKHORN ROAD, WILLIAMS BAY, WI 53191	1984	1.0	452	\$310,300	\$0
	003	WTP-Clearwells 155 ELKHORN ROAD, WILLIAMS BAY, WI 53191	1987	1.0	2,567	\$891,500	\$0
	004	WTP-Filter bldg 155 ELKHORN ROAD, WILLIAMS BAY, WI 53191	1936	3.0	6,425	\$3,838,600	\$0
	005	WTP-Water treatment bldg 155 ELKHORN ROAD, WILLIAMS BAY, WI 53191	1936	2.0	4,775	\$2,685,300	\$57,200
		Water Treatment Plant (002) Total				\$8,013,500	\$57,200
003		<i>Fire Station</i>					
	001	Fire Station 5E W GENEVA STREET, WILLIAMS BAY, WI 53191	1936	2.0	8,214	\$1,484,900	\$237,200
		Fire Station (003) Total				\$1,484,900	\$237,200

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - \$38,345,900

Site	Bldg	Description	Year Built	Floors	Square Footage	Building RC	Personal Property RC
004		<i>Harris Rd. Lift Station</i>					
	001	Lift Station HARRIS ROAD, WILLIAMS BAY, WI 53191	1964	1.0	220	\$420,500	\$0
	002	Building 1 Harris Rd, Williams Bay, WI 53191	2025		620	\$300,000	\$0
		Harris Rd. Lift Station (004) Total				\$720,500	\$0
005		<i>Park Buildings</i>					
	001	Beach House 10 E GENEVA STREET, WILLIAMS BAY, WI 53191	2003	1.0	902	\$339,800	\$11,900
	002	Horvath 14 E GENEVA STREET, WILLIAMS BAY, WI 53191	1930	1.0	3,325	\$266,500	\$71,500
	003	Park Offices/Restroom 15 E Geneva Street, WILLIAMS BAY, WI 53191		1.0	810	\$132,100	\$14,700
		Park Buildings (005) Total				\$738,400	\$98,100
006		<i>Conference Point</i>					
	001	Lift Station 300 CONFERENCE POINT ROAD, WILLIAMS BAY, WI 53191	1965	1.0	220	\$506,000	\$0
		Conference Point (006) Total				\$506,000	\$0
007		<i>Fieldhouse</i>					
	001	Fieldhouse 280 ELKHORN ROAD, WILLIAMS BAY, WI 53191	1963	1.0	3,420	\$675,700	\$56,600
	002	Fieldhouse-Concessions 240 ELKHORN ROAD, WILLIAMS BAY, WI 53191		1.0	600	\$45,800	\$11,200
		Fieldhouse (007) Total				\$721,500	\$67,800

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - \$38,345,900

Site	Bldg	Description	Year Built	Floors	Square Footage	Building RC	Personal Property RC
008	<i>Library/ Rec Center</i>						
	001	Library 65 W GENEVA STREET, WILLIAMS BAY, WI 53191	1964	2.0	10,356	\$2,554,000	\$1,568,900
		Library/ Rec Center (008) Total				\$2,554,000	\$1,568,900
009	<i>Parks Department</i>						
	001	Park Shed Williams Street, WILLIAMS BAY, WI 53191		1.0	1,440	\$132,200	\$64,300
	002	Park Garage 229 WILLIAMS STREET, WILLIAMS BAY, WI 53191	2006	1.0	4,900	\$456,500	\$71,500
	003	Park sand/salt shed Williams Street, WILLIAMS BAY, WI 53191		1.0	676	\$30,200	\$0
		Parks Department (009) Total				\$618,900	\$135,800
010	<i>Wellhouse - Olive St.</i>						
	001	Wellhouse 69 OLIVE STREET, WILLIAMS BAY, WI 53191	1953	1.0	396	\$317,400	\$0
		Wellhouse - Olive St. (010) Total				\$317,400	\$0
011	<i>Edgewater Park</i>						
	001	Edgewater park 7 E Geneva St, WILLIAMS BAY, WI 53191		1.0	3,016	\$235,600	\$21,000
	002	Harbor Hut 89 E Geneva St, WILLIAMS BAY, WI 53191		1.0	84	\$23,200	\$9,200
		Property in the Open					\$2,600,500
		Edgewater Park (011) Total				\$258,800	\$2,630,700

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - \$38,345,900

Site	Bldg	Description	Year Built	Floors	Square Footage	Building RC	Personal Property RC
012	Wellhouse - Harris Rd.						
	001	Wellhouse 240 HARRIS ROAD, WILLIAMS BAY, WI 53191	1998	1.0	180	\$680,200	\$0
		Wellhouse - Harris Rd. (012) Total				\$680,200	\$0
013	Lift Station - Prairie View						
	001	Lift Station 533 WOODLAWN DRIVE, WILLIAMS BAY, WI 53191	2009	1.0	616	\$541,100	\$0
		Lift Station - Prairie View (013) Total				\$541,100	\$0
014	Lift Station - Bailey Estate						
	001	Lift Station 439 THEATRE ROAD, WILLIAMS BAY, WI 53191	2009	1.0	616	\$614,300	\$0
		Lift Station - Bailey Estate (014) Total				\$614,300	\$0
015	Public Works Garage						
	001	Public Works Garage 230 WILLIAMS STREET, WILLIAMS BAY, WI 53191	1960	1.0	4,800	\$844,500	\$93,000
	002	Water Transfer Sation 230 WILLIAMS STREET, WILLIAMS BAY, WI 53191		1.0	195	\$173,600	\$0
		Public Works Garage (015) Total				\$1,018,100	\$93,000
016	Tower - Collie St.						
	001	Tower 85 COLLIE STREET, WILLIAMS BAY, WI 53191	1930	1.0	0	\$758,300	\$0
		Tower - Collie St. (016) Total				\$758,300	\$0

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - \$38,345,900

Site	Bldg	Description	Year Built	Floors	Square Footage	Building RC	Personal Property RC
017		<i>Tower - Hill St.</i>					
	001	Water Tower 382 FAIR OAKS DRIVE, WILLIAMS BAY, WI 53191	1969	1.0	0	\$914,900	\$0
		Tower - Hill St. (017) Total				\$914,900	\$0
018		<i>Tower - Potowatomi St.</i>					
	001	Tower 25 POTOWATOMI ROAD, WILLIAMS BAY, WI 53191	1950	1.0	0	\$946,800	\$0
		Tower - Potowatomi St. (018) Total				\$946,800	\$0
019		<i>Lift Station - Circle Parkway</i>					
	001	Lift Station 284 CIRCLE PARKWAY, WILLIAMS BAY, WI 53191	1965	1.0	0	\$524,400	\$0
		Lift Station - Circle Parkway (019) Total				\$524,400	\$0
020		<i>Lift Station - Edgewater Park</i>					
	001	Lift Station 5 E GENEVA STREET, WILLIAMS BAY, WI 53191	1983	1.0	0	\$246,500	\$0
		Lift Station - Edgewater Park (020) Total				\$246,500	\$0
021		<i>Lift Station - Stam St.</i>					
	001	Lift Station 91 STAM STREET, WILLIAMS BAY, WI 53191	1990	1.0	0	\$185,400	\$0
		Lift Station - Stam St. (021) Total				\$185,400	\$0
022		<i>Lift Station - Washing Parkway</i>					
	001	Lift Station 622 WASHINGTON PARKWAY, WILLIAMS BAY, WI 53191	1965	1.0	0	\$514,100	\$0
		Lift Station - Washing Parkway (022) Total				\$514,100	\$0

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - \$38,345,900

Site	Bldg	Description	Year Built	Floors	Square Footage	Building RC	Personal Property RC
023		<i>Water Tower</i>					
	001	Water tower 401 THEATRE ROAD, WILLIAMS BAY, WI 53191	2006	1.0	0	\$2,498,600	\$0
		Water Tower (023) Total				\$2,498,600	\$0
024		<i>Property in the Open</i>					
		Property in the Open					\$3,519,500
		Property in the Open (024) Total				\$0	\$3,519,500
025		<i>Prairie View Park</i>					
		Property in the Open					\$56,100
		Prairie View Park (025) Total				\$0	\$56,100
026		<i>Bailey Estates Park</i>					
		Property in the Open					\$56,100
		Bailey Estates Park (026) Total				\$0	\$56,100
027		<i>Baywood Heights Park</i>					
		Property in the Open					\$58,200
		Baywood Heights Park (027) Total				\$0	\$58,200
028		<i>Lions Park</i>					
		Property in the Open					\$150,100
		Lions Park (028) Total				\$0	\$150,100
029		<i>Theatre Park</i>					
	001	RECREATION BUILDING 2610 THEATRE ROAD, WILLIAMS BAY, WI 53191	1986	1.0	2,700	\$471,000	\$10,000
		Property in the Open					\$14,400
		Theatre Park (029) Total				\$471,000	\$24,400

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - \$38,345,900

Site	Bldg	Description	Year Built	Floors	Square Footage	Building RC	Personal Property RC
030		<i>Kishwauketoe Nature Conservancy</i>					
	001	Observation Tower 251 Elkhorn Road, WILLIAMS BAY, WI 53191		2.0	1,452	\$44,400	\$0
	002	Welcome Shelter 251 Elkhorn Road, WILLIAMS BAY, WI 53191		1.0	256	\$18,100	\$0
		Property in the Open					\$1,494,200
		Kishwauketoe Nature Conservancy (030) Total				\$62,500	\$1,494,200
Building Subtotal							\$27,768,100
Contents Subtotal							\$2,628,700
Property in the Open Subtotal							\$7,949,100
Building, Contents and PITO Total							\$38,345,900

PROPERTY IN THE OPEN

MUNICIPAL PROPERTY INSURANCE COMPANY

Site	Description	Quantity	Replacement Cost
011	<i>Edgewater Park</i>		
	1000 lakefront fencing		\$45,000
	12 park benches		\$17,600
	2 launch piers		\$62,000
	4 animal bouncers		\$3,700
	4 flagpoles		\$14,000
	42 garbage cans		\$35,300
	child swingsets		\$5,400
	climber		\$1,600
	East Pier - 39 Slips		\$852,600
	large swingsets		\$8,000
	launch ramp		\$100,600
	Municipal Pier - 12 slips		\$331,600
	picnic tables		\$15,000
	play structure		\$23,300
	swimming piers		\$222,100
	West Pier - 39 slips		\$852,600
	wood playstructure		\$10,100
	Edgewater Park (011) Total		\$2,600,500
024	<i>Property in the Open</i>		
	2 double basketball backboards		\$8,000
	3 baseball backstops		\$24,300
	3 welcome signs		\$6,100
	boardwalk		\$40,300
	double tennis courts		\$134,200
	Fire Hydrants (300)		\$1,503,200
	Foot Bridge at Southwick Creek		\$50,000
	Harris Creek Foot Bridge		\$500,000

PROPERTY IN THE OPEN

MUNICIPAL PROPERTY INSURANCE COMPANY

Site	Description	Quantity	Replacement Cost
	Johnson Memorial Bridge at Southwick Creek		\$75,000
	Lakefront Boardwalk - 6' Wide		\$494,000
	Other Boardwalks - 3' Wide		\$505,200
	over 6 foot chain link		\$29,200
	Railroad Trestle Bridge		\$150,000
	Property in the Open (024) Total		\$3,519,500
025	<i>Prairie View Park</i>		
	Playground and Swings		\$56,100
	Prairie View Park (025) Total		\$56,100
026	<i>Bailey Estates Park</i>		
	Playground and Swings		\$56,100
	Bailey Estates Park (026) Total		\$56,100
027	<i>Baywood Heights Park</i>		
	Belt Swings		\$8,000
	Kiddie Swings		\$5,400
	Play Structure		\$44,800
	Baywood Heights Park (027) Total		\$58,200
028	<i>Lions Park</i>		
	Baseball Diamond Fencing (2)		\$28,900
	Dog Fence		\$26,700
	Garden Fence		\$10,600
	Playground and Swings		\$83,900
	Lions Park (028) Total		\$150,100
029	<i>Theatre Park</i>		
	Baseball Diamond Fencing (1)		\$14,400
	Theatre Park (029) Total		\$14,400
030	<i>Kishwaukee Nature Conservancy</i>		
	Trail Boardwalk		\$1,494,200
	Kishwaukee Nature Conservancy (030) Total		\$1,494,200
PROPERTY IN THE OPEN TOTAL			\$7,949,100

CONTRACTORS EQUIPMENT

MUNICIPAL PROPERTY INSURANCE COMPANY

Description (Year/Make/Model/Serial #)	Department	Replacement Cost
1990 ONAN 3 PHASE GENERATOR		\$25,000
1996 HSMFR TRAILER S/N:4ULU92029TM000358		\$6,400
1999 UNITED TRAILER S/N:48B500F24X1039036		\$12,900
2000 KOMATSU WB150 BACKHOE		\$150,000
2000 TORO WOAKMAN		\$15,100
2006 TORO LITTER LIFT		\$15,100
2007 KUBOTA L4240 UTILITY TRACTOR S/N:31495		\$28,000
2013 JOHN DEERE GATOR 4X4 DIESEL =855D		\$17,000
2013 KUBOTA 2725 MOWER		\$8,000
2013 VERMEER 1500 CHIPPER		\$85,000
2014 CASE IH SR175 SKIDLOADER		\$60,000
2016 JOHN DEERE 1570 MOWER		\$35,300
2016 KUBOTA X1100 RTV S=23311 WITH BOSS 6X6 BLADE S=268704		\$21,200
2017 WOODS TB144 12' MOWER		\$16,000
2018 JOHN DEERE 544K LOADER S/N:1DWHKJF686969		\$275,000
2021 ELGIN PELICAN STREET SWEEPER		\$255,000
2021 LANDPRIDE RCR1872 6' MOWER		\$2,600
2022 JOHN DEERE 1200A BUNKER RAKE		\$18,000
2023 BARBER 400 SURF RAKE		\$30,000
2023 JOHN DEERE 4052M TRACTOR		\$35,000
2023 KUBOTA F2690 MOWER		\$22,000
2023 WACKER NEUSON R012A ROLLER		\$18,000
2025 GRAY CO 3900 LINELAZER		\$8,600
SEWER EASMENT MACHINE		\$6,500
WACKER LIGHT TOWER		\$10,600
WACS TRAILER VAC		\$25,000
CONTRACTOR'S EQUIPMENT ≥ \$25,000		\$953,300
CONTRACTOR'S EQUIPMENT < \$25,000		\$248,000
CONTRACTOR'S EQUIPMENT TOTAL		\$1,201,300

DECLARATIONS

MUNICIPAL PROPERTY INSURANCE COMPANY

Variable Coverage Schedules

Business Income

Municipal Building	\$1,000,000
Total	\$1,000,000

Pier and Wharf

Edgewater Park - Municipal Pier - 12 slips	\$331,600
Edgewater Park - launch ramp	\$100,600
Edgewater Park - swimming piers	\$222,100
Edgewater Park - West Pier - 39 slips	\$852,600
Edgewater Park - 2 launch piers	\$62,000
Edgewater Park - East Pier - 39 Slips	\$852,600
Total	\$2,421,500

Utility Meter

Water Meters (2,213)	\$794,400
Total	\$794,400



Cyber



Cyber Quote for the Village of Williams Bay

Cyber Limit:	\$1,000,000
Deductible:	\$2,500
Effective Date:	1/1/2026
Operating Expenditures:	\$10,074,819

Premium:	\$4,838
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Third Party Liability Insuring Agreements:

Multimedia Liability	\$1,000,000
Security and Privacy Liability	\$1,000,000
Privacy Regulatory Defense & Penalties	\$1,000,000
PCI DSS Liability	\$1,000,000
TCPA Defense	\$100,000

First Party Insuring Agreements:

Breach Events Costs	\$1,000,000
BrandGuard®	\$1,000,000
System Failure	\$1,000,000
Cyber Extortion	\$1,000,000
Cyber Crime	\$250,000
Reward Expenses	\$100,000
Court Attendance Costs	\$100,000
Aggregate Limit of Liability	\$1,000,000

Thank you for your continued support of the League of Wisconsin Municipalities Mutual Insurance!

Strohm Ballweg, LLP



Premier Services

MEMBER SERVICES GUIDE



www.lwmmi.org

MEMBER SERVICES GUIDE

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League Insurance knows that public entities are experiencing an increase in crisis events. Whether allegations of excessive use of force, abuse of power, first and second amendment violations, sexual misconduct, racial discrimination, or workplace violence, to name a few, these situations are business unusual and lead to adverse outcomes.

When facing crisis events that can impact people, brand, and reputation, government leadership is looking for proven, experienced-based assistance to help them restore control. CrisisRisk will help to support and guide you and your members in the event of business unusual.

League Insured Services

CrisisRisk will provide online access to automated planning resources, documents, tools, training, and information **BEFORE** a crisis event. CrisisRisk will offer up to 20 hours of crisis coaching per crisis event to Member-Insureds in the **IMMINENT, DURING & AFTER** stages of a crisis to empower them to restore control.

It is CrisisRisk's experience that in 99% of reported crisis events, control is restored in less than 20 hours. If needed, League members have the option to retain CrisisRisk for additional hours at their cost.

Crisis In A Box™

Provides Member-Insureds with automated tools, 24/7, at every crisis stage: BEFORE, IMMINENT, DURING & AFTER.

- » 24/7 Crisis Hotline
- » Virtual Crisis Response Advisor (VCRA™) automated tool to facilitate DECISIONS, ACTIONS & WORDS in every crisis stage with control checklists, documents, and issue-specific content
- » Certified CrisisCoordinator™ e-learning platform to train and certify Crisis Coordinators within Member-Insured Organizations to RECOGNIZE, IDENTIFY & ALERT leadership of emerging crisis exposures that affect residents, employees, properties, and reputation of Pool Clients
- » Crisis ABCs™ (ANGER/BLAME/CONCERN) to measure severity reactions and extent of a crisis event
- » Webinar Series & Test Exercises

www.crisisrisk.com

www.crisiscoordinator.com

In the event of a crisis, call: **877-274-7473**.

Someone is available 24/7 for guidance and recommendations.

911 is your first call for medical emergencies.



State-of-the-Art Cyber Protection

Through our partnership with leading cyber insurance provider, Tokio Marine HCC, you have access to a team of cyber experts with the experience and know-how to respond quickly and get your business back on track. Should you suspect a cyber breach, our expert claims examiners coordinate the response, including expert legal counsel who will act as your breach coach throughout the claims process. If necessary, specialists may be engaged, including:

- » IT security and forensic experts
- » Public relations/advertising support
- » Breach notification
- » Call center and website support
- » Credit monitoring and identity theft restoration services

Cyber Liability Protects You Against:

- » System failure due to ransomware or malware attacks
- » Loss and/or exposure of customer or employee data, including Social Security numbers, phone numbers, email addresses, etc.
- » Phishing or email scams targeting your business or employees that result in financial loss

Cyber University

Access expert cybersecurity online training and resources through the League's partnership with Tokio Marine HCC. When a cyberattack happens, it's too late. With access to expert cybersecurity advisors and online training courses, our cyber support resources help you and your organization mitigate cyber risks and the impact of a cybersecurity breach.

You'll have access to:

- » Cybersecurity advisors to help with scenario planning and policy development
- » Online cybersecurity courses and trainings
- » Best practices for cyber incident response planning



Request access using the QR code:



[Training Access Request](#)



TOKIO MARINE
HCC



[File A Claim](#)

Workers' Compensation

[Claim Form](#)

Send Workers' Compensation Claim Form to United Heartland at:

fax 262-787-7701 or e-mail
ClaimsExpress@UnitedHeartland.com

To immediately report a Workers' Compensation Claim:

24-Hour Claim Line 1-800-258-2667
Denise Kawczynski, Manager, Claims
Direct: 262-787-7646
Denise.Kawczynski@unitedheartland.com

Liability & Auto Physical Damage

[Claim Form](#)

Send Liability Claim Form to Statewide Services at:

fax 800-858-1536 or e-mail
StatewideClaimsReporting@Statewidesvcs.com

To immediately report a Liability Claim:

24-Hour Claim Line 1-877-204-9712

[Notice & Disallowance of Claims](#)

Property (Municipal Property Insurance Company (MPIC))

[Claim Form](#)

Send Property Claim Form to Municipal Property Insurance Company at:

fax 612-766-3099 or email claims@mpicwi.com

To immediately report a Property Claim:

24-Hour Claim Line 1-877-278-4165

Local Gov U delivers free online training to our Insure Members at no cost. Online training improves the safety and effectiveness of your organization and personnel, while contributing to successful professional development.

Employees can conveniently access hundreds of e-learning courses 24/7, allowing them to balance their work schedules while completing practical and informative self-directed training at their own pace.

Members can choose to train by topic or can select more specific courses by profession.

Course Topics Cover:

- | | | |
|------------------------------|----------------------------|--------------------------------|
| » EEOC and employment law | » HR development | » Roadway and highway |
| » Emergency medical services | » Information technology | » Schools and educational |
| » Equipment safety | » Law enforcement | » Transit and fleet operations |
| » Financial management | » Leadership development | » Water and wastewater |
| » General safety | » Professional development | |
| » Health and wellness | » Risk management | |

For water and wastewater, Local Gov U courses can be used to fulfill the required hours of annual training requirements. Wastewater professionals will need to submit their certificate of course completion directly to the Department of Natural Resources for training approval.

Organization Administrator Features:

- | | |
|---|---|
| » Add members and organize into groups | » Manage and customize training and assignment notifications |
| » Assign group admins or user-specific roles | » Assign and manage course credits from online and in-person training |
| » Create quick assignments or bundle courses into learning plans | » Highlight featured courses or hide select courses from view |
| » Track training and compliance through ad hoc or recurring reports | |

Be prepared to name the primary administrator of this resource at your municipality.

www.LocalGovU.com

844-312-9500

Request access using the
QR code or link below.



[Training Access
Request](#)



Management & Team Training

League Insurance offers workplace training for members. Whether it's compliance, supervisor, or team building, League Insurance can help you keep your managers up to date and your team on the same page.

For more information, reach out to service@lwmmi.org

Nurse Triage & Telehealth by CorVel



League Insurance is proud to partner with CorVel as our nurse triage and telehealth partner. CorVel's proactive healthcare solution connects injured workers to medical services ensuring they feel cared for in the event of a workplace injury.

Nurse Triage

At the time of a workplace injury, employees can call and speak with a registered nurse (through CorVel's 24/7 nurse hotline) who will evaluate the injury to determine immediate medical needs. By addressing the injury when it first occurs, CorVel can provide quick and timely care for your employees.

Telehealth

CorVel's nurses are trained to provide an initial assessment and will provide immediate referral to medical care when needed. Nurses may also refer to telehealth as appropriate at the discretion of the employee. This feature connects the injured worker to a physician immediately via a computer, tablet, or phone. The CorVel nurse will email a link with instructions directly to the injured worker. The CorVel nurse will stay on the telephone with the injured worker until they are connected to the online visit.

Advantages of Telehealth

For many workplace injuries, immediate treatment can be received through a virtual visit with a doctor eliminating the need for scheduling and attending an in-person appointment. No driving to a doctor's office, missed appointments, or delays in waiting rooms. With the advent of new technologies, many welcome the convenience of a virtual visit with a doctor and the added expediency of prescriptions and physical therapy scheduling. By connecting our employees with appropriate, quality care, it can help prevent a minor injury from becoming a complicated injury and focus on your employee's wellness.

About Telehealth Physicians

CorVel has contracted with dedicated physicians who average 15 years in primary and urgent care experience, and are US Board Certified, licensed, and credentialed.

Reporting a Claim

For any work-related injury that goes through the 24/7 nurse hotline, and requires a doctor visit either with CorVel or outside of CorVel, CorVel will automatically send the first notice of injury to United Heartland for claim handling. If the employee does not use CorVel, the employer will need to submit the claim to the United Heartland directly.

Better injury management helps your employees and your bottom line.

Employee Injury Call Center 855-438-4577

911 is your first call for medical emergencies.



[Telehealth
Poster](#)



[Telehealth
Card](#)



Has something happened in your community recently where you need legal advice? Stafford Rosenbaum offers League Insurance members no-cost pre-loss and human resources legal services for:

- » Land use, zoning, permits
- » Conflicts of interest
- » Tax assessments
- » Open meetings and public records
- » Contractual issues
- » Best practices for cybersecurity
- » Data privacy issues
- » ...and many more

Stafford Rosenbaum offers employment law advice on HR legal issues at no cost to insured members:

- » Employee leaves, including FMLA
- » Reasonable accommodations
- » Recruitment and background checks
- » Onboarding and hiring
- » Performance management
- » Terminations
- » Wage & Hour
- » Discipline
- » Union issues
- » Workplace investigations
- » Documents: Development and review of employment policies, procedures, forms, job descriptions, and employee handbooks customized for the municipality



League Insurance knows that getting you support now might keep you from making an even more costly mistake down the road.

Stafford Rosenbaum Legal Services through League Insurance are meant as a supplemental support to your Municipal Attorney.

To get help, contact:

Attorneys Pahoua Thao or Kyle Engelke
LeagueInsuranceHotline@staffordlaw.com
(608) 210-6330



Ready Rebound Injury Management

Every day, public safety workers get hurt on and off the job. When that happens, Ready Rebound is primed to help. Our elite patient navigation and advocacy help workers heal faster, allowing them to return to their critical jobs and – more important – to their lives as quickly as possible.

Helping you recover in record time:

- » Ready Rebound Navigators connect you with the best doctor in your area for your specific injury within 24 to 72 hours.
- » Ready Rebound Advocates take you and your family through the recovery process every step of the way. They offer advice, support, and troubleshoot insurance benefit issues, including major medical and workers' compensation complications.
- » All stakeholders are kept in the loop with our goal of transparent communication and trusting relationships.
- » Family members are eligible for Ready Recover services, following the rules of their major medical coverage. Because it's the right thing to do.

For implementation and training, contact Chase McCarty at cmccarty@readyrebound.com or call at 816-853-2830.

Find a Navigator for a health issue by calling 800-781-2320



“

“Working with Ready Rebound has taken all the stress and burden away when dealing with an injury from start to finish! Their professionalism, expertise, and dedication to delivering exceptional care are outstanding. Throughout the entire process, Ready Rebound delivered top-notch service from scheduling all the appointments and dealing with your insurance while demonstrating genuine compassion. Knowing you are going to get taken care of within that 24- to 48-hour time frame by the best orthopedic surgeons and physical therapists gives you that peace of mind and a sense of relief.

Ready Rebound goes above and beyond to make sure they check in every step of the way from pre-op, post-op, and recovery. They are truly phenomenal, and I cannot recommend Ready Rebound highly enough to handle my injuries, my family's injuries, and the injuries of the firefighter/paramedics within our department! They are a reliable partner and when Ready Rebound states, 'We protect those who protect us' they truly mean it and stand by every word.”

*- Shannon Anthoine
Assistant Fire Chief – EMS
City of Franklin*

”

Resources for Elected Officials

Partnering with the League of Wisconsin Municipalities, League Insurance supports the development of various publications to help elected officials quickly get up to speed on their role as a governing body member. From pocket guides on Open Meetings Law, Ethics, and Robert's Rules of Order, to training courses that cover a broad range of topics, League Insurance is underwriting the development of resources you need.

For more information, reach out to service@lwmmi.org



Safety Grant Reimbursement

League Insurance traditionally offers discretionary reimbursements to members participating in the Workers' Compensation program. Eligibility is based on percentage of WC premium and the program runs on a June-to-June schedule to help organizations plan their budget year.

Examples of possible uses for funds include, but are not limited to:

- » Manhole lift
- » Power cot
- » Valve exercisers
- » Tommy Lift Gate
- » Body cams
- » Protective clothing

Submit your safety grant application and proof of purchase to service@lwmmi.org



[Application](#)



[Guidelines and Equipment](#)

Workplace Safety Resources

Effective employee safety risk management is a top priority for both League Insurance and United Heartland, a leader in comprehensive return-to-work best practices.

The following services are available to League Insurance members:

- » Comprehensive safety manual for League Insurance members including sample safety programs and informational documents
- » On-site or virtual meetings including jobsite evaluations and safety education
- » Templates for incident reporting and return-to-work best practices
- » Risk Connection newsletters containing industry-specific safety information and OSHA updates
- » Recorded webinars available on Workers' Compensation 101 and safety topics

UnitedHeartland.com
800-258-2667



AccidentFund UnitedHeartland CompWest ThirdCoast Underwriters



DART Police Training Simulator

49

The DART simulator, which stands for Decisional Aptitude and Reasoning Training, is a cutting-edge tool used in police training programs to enhance decision-making skills and situational awareness among law enforcement officers. This simulator recreates realistic scenarios that officers might encounter in the line of duty, ranging from routine traffic stops to high-stakes hostage situations.

League Insurance has several simulators that can be borrowed and/or showcased for communities that are dedicated to training and enhancing their ability to protect and serve while upholding public safety and trust.

To get connected with a DART simulator, contact Craig Sherven at csherven@lwmmi.org



The mental health of public safety personnel is often neglected despite their critical role. Statistics reveal high rates of depression and sleep issues among these workers, impacting productivity and public trust. Factors like exposure to trauma, societal pressures, irregular schedules, and staffing shortages contribute to this strain.

Fear of job repercussions prevents many from seeking help, leading to untreated conditions. Shockingly, public safety workers are more likely to die by suicide than in the line of duty. Acknowledging these challenges, agencies must implement comprehensive mental health programs to support staff and communities.

League Insurance prioritizes the well-being of its insured members' employees. We actively promote mental health awareness and support initiatives statewide, leveraging expertise and partnerships within the public safety sector. The Mental Health

Toolkit offers financial assistance, training, provider partners, policy templates, and stakeholder engagement tools to help communities establish effective mental health programs.

League Insurance's Public Safety Specialist, a former police chief, Craig Sherven, contributes firsthand experience to these efforts. Involved in peer support and mental health organizations, he understands the unique needs of public safety professionals.

In summary, League Insurance's proactive approach aims to address the mental health challenges faced by public safety personnel. Through education, support, and resources, they strive to foster healthier and more resilient communities.

We strongly encourage you to take full advantage of the toolkit and trust you will find it helpful in starting up your own program or augmenting a program already in operation. For more information, contact Public Safety Specialist Craig Sherven at csherven@lwmmi.org or by phone at 608-740-2470.



[Toolkit](#)

... League Insurance's proactive approach aims to address the mental health challenges faced by public safety personnel. Through education, support, and resources, they strive to foster healthier and more resilient communities.

National Testing Network Recruiting & Assessment

League Insurance has partnered with National Testing Network (NTN), the nation's leading provider of public safety recruitment and assessment services.

As a part of this partnership, we are offering a **20% special discount** to NTN membership services bringing you exclusive access to:

- » Job posting and marketing
- » Candidate scheduling
- » Exam administration (brick-and-mortar and virtual)
- » Data collection and reporting
- » Dedicated support teams
- » Online oral board interviews
- » Simulation exams
- » Customized client portals

In addition, we are offering a 15% discount on first project-based services:

- » Background investigations
- » Pre-Hire psychological evaluations

Want to discuss how this partnership can benefit your agency?
Contact Julianne Garcia with NTN at
julianneg@nationaltestingnetwork.com



Non-Rep Critical Incident Coverage Discount

When law enforcement officers are involved in critical incidents that require a use of force resulting in the significant injury or death of another individual, the need to have immediate, on-scene legal representation is paramount. While officers who are represented by a union typically have access to this type of coverage, it is common for those who do not belong to a union to not have access to representation and are typically left to fend for themselves during the very crucial early stages of what is many times a criminal investigation.



Recognizing the need that exists for our non-represented members to have quality representation, League Insurance and the Wisconsin Professional Police Association have partnered to provide them access to this type of legal representation through the availability of a 10% discounted rate, exclusive to League Insurance members, on the WPPA's Non-Rep Critical Incident Coverage.

Access to this kind of coverage for our non-represented members is a game-changer and serves to address an issue that has unfortunately been the reality for many years in the law enforcement world.

For more information on the partnership or coverage, contact Jeff Spencer at jspencer@wppa.com or 608-963-7477.

Police Accreditation Reimbursement

Insured police agencies that maintain WILEAG or CALEA accreditation are eligible for a \$650 reimbursement.

To find out more, contact Craig Sherven at csherven@lwmmi.org



Police One Academy Online Learning

Police One Academy is a product of Lexipol offering a variety of online trainings specifically for police officers. Trainings cover topics such as Use of Force, Traffic Stops & Safety, Ethics, Defensive Driving, Mental Health, Stress Management, and much more.

These courses are free to League Insurance members through our partnership with Lexipol. Police One Academy can fulfill 12 of the 24 hours of annual training requirements with department-level approval.

www.lexipol.com
844-312-9500

Request access using the QR code.



[Training Access Request](#)

POLICEONE
ACADEMY

LEXIPOL

Policy & Procedure Reimbursement

Understanding that sound policy and procedure is a cornerstone of a successful public safety department, League Insurance provides members with financial assistance for public safety policy and procedure services. Through our partnerships with Lexipol, Custom Service Information (CSI), and Deer Creek Technologies, our members are eligible to receive up to \$2500 annual reimbursement for one of the following:

- » A bundle package including Custom Service Information policy services and Deer Creek policy management and early warning system services, along with a 10% Deer Creek discount exclusive to League Insurance members.
- » Lexipol's Wisconsin Law Enforcement or Fire policy services along with a 10% discount on the current market rate subscription price.
- » Policies are continuously updated as state and federal laws, and best practices change.
- » Both offer customized implementation options to fit your agency to help you get your manual up and running faster.



From a liability standpoint we strongly encourage municipalities to regularly have their policies and procedures reviewed to decrease the amount and severity of lawsuits due to ineffective policies. Just as important, up-to-date policies help keep employees working in these difficult jobs as safely as possible and help protect everyone in your community.

To receive reimbursement for these products, please send a copy of the invoice from Lexipol or CSI and a copy of your invoice and paid receipt/check to service@lwmmi.org.

Learn more about Custom Service Information LLC: Contact Tim Kriz at 715-741-0189 or csi-llc@hotmail.com

Learn more about Deer Creek Technologies: <https://www.deercreektech.com>

Learn more about Lexipol: <https://www.lexipol.com/>





League Insurance. Protecting
the communities we live in.

316 W. Washington Avenue • Suite 600 • Madison, WI 53703
608-833-9595 • www.lwmmi.org

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-76-25**

**A RESOLUTION AUTHORIZING INSURANCE POLICY RENEWALS WITH
LEAGUE OF WISCONSIN MUNICIPALITIES MUTUAL INSURANCE COMPANY (LWMMIC)
AND R&R INSURANCE FOR YEAR 2026**

WHEREAS, the Village is a member of the League of Wisconsin Municipalities Mutual Insurance Company (LWMMIC); and

WHEREAS, LWMMIC and R&R Insurance provided the enclosed proposal for Year 2026; and

WHEREAS, LWMMIC provided the enclosed ("***Proposal***"); and

WHEREAS, the Finance and Personnel Committee determined that it is in the best interests of the Village and its residents to renew insurance through LWMMIC to provide insurance to the Village in accordance with the Proposal; and

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF WILLIAMS BAY, WALWORTH COUNTY, WISCONSIN**, as follows:

SECTION ONE: **Recitals.** The foregoing recitals are incorporated herein as if fully set forth.

SECTION TWO: **Approval; Authorization.** The Proposal submitted by League of Wisconsin Municipalities Mutual Insurance Company (LWMMIC) is hereby authorized in substantially the form attached hereto as Exhibit A. The Village President and Village Clerk are hereby authorized and directed to execute and attest, respectively, the Proposal in its final form on behalf of the Village.

SECTION THREE: **Effective Date.** This Resolution shall be in full force and effect upon its passage and approval in the manner provided by law.

Approved by the Village Board of the Village of Williams Bay this 15th day of December 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

EXHIBIT A
League of Wisconsin Municipalities Mutual Insurance Company Proposal
(LWMMIC and R&R Insurance)

Pricing:

Current Annual Cost - \$2,604.66

New Annual Cost - \$8,043.30

- Annual Cost - \$4,600.00
- AudioEye - \$ 2,000.00
- CommonLook - \$1,443.30

We have requested to adjust the renewal date from 8/23 to 1/1. This will cause the following:

Year 1 Initial Term (8/23/2025 – 1/1/2027) - \$3,539.48 (This prorated cost is based upon the current annual cost and not the new annual cost after migration)

Year 2 (Renews Annually on 1/2) - \$8,043.30 – (A 5% uplift will be applied to the annual total starting in year 3 and ongoing. This is based upon the current contract uplift amount on the account.)

What is happening:

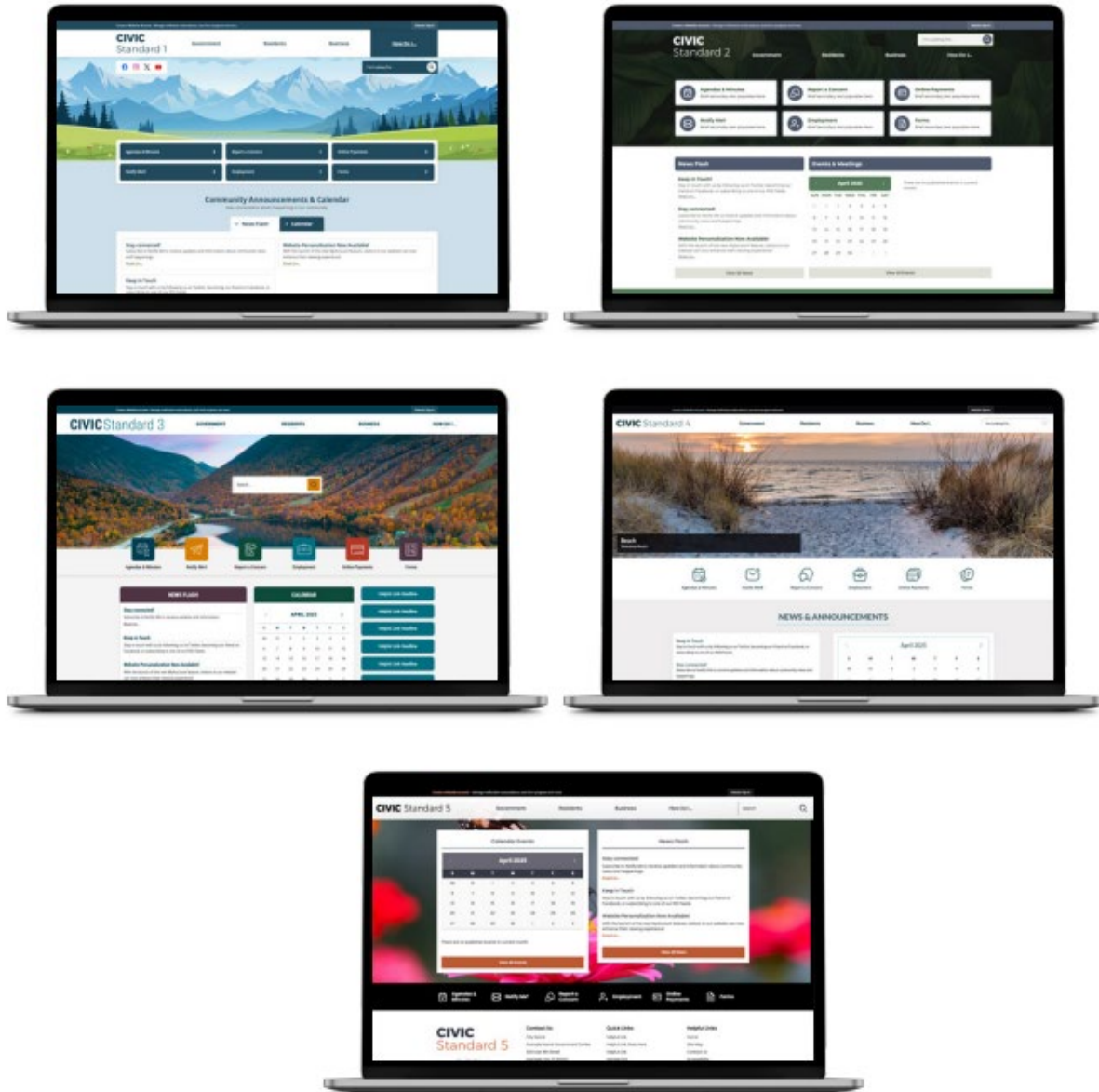
Drupal announced D7 would be sunset on 1/5/2025. In order to continue providing support to their customers Civic partnered with a secondary provider to ensure continued stable, up-to-date, website service. Their secondary host will cease hosting support as of November 2025. Migration to another website provider such as the proposed Central Start is needed as our website will begin to deteriorate and nothing can be done to prevent or repair it.

Product Information:

Central Start Provides:

- 14-16 weeks for migration
- 12 Core Modules with more available at an additional cost
 - Agenda Center
 - Alert Center
 - Calendar
 - Document Center
 - FAQ
 - Form Center
 - Graphic Links
 - Info Advanced
 - News Flash
 - NotifyMe
 - Quick Links
 - Staff Directory

- 5 Standard Layouts to choose from with more available at an additional cost



- Drag and drop editing
- Easy to use templates
- The opportunity to make our website accessible as well as more user friendly for our residents.

ADA Compliance Information:

AudioEye and CommonLook are ADA Compliance Partners. The Village website needs to be ADA compliant by April of 2027.

AudioEye Provides:

- Expert Accessibility Remediation
- Trusted Certification
- Accessibility Legal Support and Help Desk
- Tool Bar
- Comprehensive Conformance Reporting

CommonLook Provides:

- Reduced compliance costs by cutting the frequency and expense of document repairs
- Addresses the rising demand for accessible pdfs
- Guides users through each document's accessibility checkpoints
- Training to raise document remediation skills
- Validation of Section 508, WCAG 2.0, PDF/UA 1.0, and HHS standards



Proposal

Valid for 60 days from date of receipt

Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to develop technology solutions that empower local government staff to manage daily operations efficiently without depending on paper-based processes or complex systems.

Today, CivicPlus provides public sector technology that provides intelligent automation for staff and a unified experience for residents. CivicPlus solutions help increase process efficiency by up to 40%, freeing staff to improve community engagement. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a singular experience for residents and staff.

OUR PORTFOLIO INCLUDES:

- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Mass Notification
- Social Media Archiving
- NextRequest
- Recreation Management
- SeeClickFix 311 CRM
- Municode Codification
- Process Automation and Digital Services
- Community Development
- Asset Management
- Utility Billing
- Resident Portal

Company Contact Information

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233
Fax: 785.587.8951

civicplus.com



Experience & Recognition

25+ Years

10,000+ Customers

950+ Employees

With public service in our DNA, our 25-year heritage of success is fueled by the expertise of our product innovators—many of whom served in local government. Our commitment to deliver impactful solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for you.

We're proud to be recognized in various ways for our dedication and service to our customers.

- Winner of multiple Stevie® Awards, the world's top honors for customer service, sales professionals, and more.
- Designated a top-100 U.S. company by Government Technology magazine for making a difference in the public sector.
- Selected by Inc. Magazine as "One of the Fastest Growing Privately-Held Companies in the U.S." each year since 2011.
- Certified™ by Great Place To Work®, which is a prestigious award is based entirely on what current employees say about their working experience.



The Best-Run Local Governments Run on CivicPlus Technology

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services. However, they struggle with budget cutbacks and technology constraints. With CivicPlus, leaders can finally overcome the perpetual trade-off between the demand for better services and the realities of operational resources, by leveraging the unique Civic Impact Platform to deliver both unmatched end-to-end automated efficiency and truly unified, delightful resident experiences.

CivicPlus is the only government technology company exclusively committed to being a trusted partner for impact-led government, enabling our customers to efficiently keep our communities informed, involved, and connected using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, our customers increase revenue and operate more efficiently while nurturing trust among residents.



The Civic Impact Platform

The comprehensive Civic Impact Platform delivers unmatched end-to-end efficiency, supercharging staff impact through intelligent automation, and unlocking collaboration in and across departments. At the same time, this unique platform delivers a truly unified residence experience, delighting residents with a singular profile and single sign on for friction-free, no-hassle services.

With CivicPlus your team is always change-ready, staying a step ahead of disruption, whether evolving compliance and accessibility requirements, civil emergencies, and more.



IMPACT-LED GOVERNMENT

Impact-led government goes beyond transactional services to create lasting change in communities. By modernizing processes, it uses automation, collaboration, and data-driven insights to help staff work more efficiently and make services more accessible—anticipating needs and addressing challenges before they arise for residents and staff.

The CivicPlus Civic Impact Platform Enables Impact-Led Government Through Five Key Principles:

1. Modernize and connect every function: Work better together through intelligent automation, efficiency, and stronger collaboration.
2. Deliver a singular, personalized resident experience: Replace hassle with friction-free delight, delivering a unified profile and intuitive, consistent experiences.
3. Supercharge staff impact: Boost staff performance with automated tasks, data-driven decisions, and aligned priorities and processes.
4. Strengthen compliance, accessibility, and readiness: Forward-thinking best practices and continuous adaptation to change.
5. Consolidate on a comprehensive, purpose-built platform: Choose solution breadth, eliminate multiple vendors, and gain compounding value over time.



CivicPlus Resident Portal

THE NEXT EVOLUTION IN DIGITAL RESIDENT ENGAGEMENT

CivicPlus Portal is a mobile-friendly, personalized online hub from which residents can quickly, easily, and securely obtain information, access resources, discover services, complete transactions, and interact with their local government administration. It is the public gateway to the Civic Impact Platform, empowering resident self-service from one central location for everything from submitting forms, referencing recent legislation, and engaging with public meetings to managing individual alert and notification preferences.



Personalized Resident Benefits:

- One username, password, or popular platform-enabled single sign-on (via Facebook, Google, Microsoft, or Apple) to securely manage their user profile and interact with all their government resources and information.
- A personalized, customizable dashboard that serves as the launchpad to save frequently accessed digital services, view past interactions, bookmark frequent payment options, and stay up to date with featured, meaningful content.
- Anytime, anywhere access from any device.
- Enabling self-service form viewing, submission, and payments to support a variety of digital transactions from parking permits and business licenses to pet adoptions.
- Easy management of individual communication preferences related to routine and emergency alerts, website newsletters, and agenda & meeting notifications from one single view.
- A centralized hub to submit and track requests, such as public records requests, non-emergency issues, and code enforcement complaints and violations.

Staff and Administrator Benefits:

- A low-maintenance tool for administrators to easily spotlight information, share content, and link to services to further promote local government initiatives while improving public transparency and trust.
- Ability to consolidate digital services from multiple CivicPlus and third-party solutions into one intuitive, accessible, and responsive interface.
- Consolidation of siloed alerts and notifications from the variety of solutions you control into a single view residents to sign up for and manage.
- Localization of cross-department payments and forms in one place, including those from CivicPlus and third-party solutions, enhancing residents' convenience for increased payments and engagement.
- Multi-factor authentication options and optimized for security and accessibility.



Support Services

TECHNICAL SUPPORT

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available to assist with any questions or concerns regarding the technical functionality and usage of your new solution.

CivicPlus Technical Support hours typically span between 7 a.m. to 7 p.m. CST, but vary by product. You can access a Technical Support Team via a toll-free number as well as an online email support system for users to submit technical issues or questions.

Our current initial response time is 4-hours for email tickets during normal hours. Further, emergency technical support for urgent requests is available 24/7 for designated, named points-of-contact for most products.



Award-Winning Support

CivicPlus has been honored with four Gold Stevie® Awards, eight Silver Stevie® Awards, and eleven Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. The Help Center also provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to engage your residents most effectively.

Proposal Disclaimer

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.



Municipal Websites Central Starter



Standard Implementation

CMS Features & Functionality



Central Starter is a comprehensive content management system (CMS) designed to help local governments build websites that connect with residents effectively. With configurable layouts, simplified content management, and integrated tools for communication and resident self-service, CivicPlus websites streamline the timely delivery of essential information and services. This empowers local governments to consistently provide positive civic experiences for residents and peace of mind for staff with streamlined communication processes.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

Modules & Widgets

RESIDENT ENGAGEMENT

Central Starter offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

Notices and Alerts – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

Calendar – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month.

Form Center – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

News – Post news items and keep your residents up to date on important information via News Flash.

Notifications – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

Pop-up Modal – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

CONTENT MANAGEMENT

Central Starter comes fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.



Agenda Center – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Document Center – Organize and manage documents in one central repository.

Public Images – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

INFORMATION & NAVIGATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

Easy for Residents to Navigate – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

Frequently Asked Questions (FAQs) – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

Graphic Links – Create visually appealing buttons to direct users to important information.

Info Advanced – Use Info Advanced to create engaging displays of information for reuse throughout the website.

Quick Links – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

Staff Directory – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.



COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

Custom HTML Widget – Embed videos or other HTML features in your page.

Editor Widget – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

Form Center Widget – Embed simple forms on a page.

Image Widget – Add images to a page.

Related Documents Widget – Create a dynamic list of documents referenced in the Document Center.

Slideshow Widget – Add a slideshow of images.

Tabbed Widget – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.



Administrative Features

The administration of your Central Starter website is browser-based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.



Administrative Dashboard – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

Content Scheduling & Versioning – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

Dynamic Page Components – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

History Log – Track changes made to your website.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

Levels of Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Pending Approval Items – Administrators have access to a queue of pending items to be published or reviewed.

Website Statistics – Provided website analytics for analysis.

USER-FRIENDLY FEATURES

Not only is Central Starter easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

Automatic Alt Tags – Built-in features assist with ongoing ADA compliance of your website.

Credit Card Processing – Central Starter is integrated with select external payment processors to accept payments on your website (separate agreement must be made directly between you and the supported external processor of your choice). Additional fees apply.

Preset Styling Standards and Ongoing Styling Flexibility – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

Link Redirects – Instead of sending your users to <https://www.civicplus.com/blog/ce/government-website-awards-city-county-municipal>, you can send them to <http://civicplus.com/awards>.

Live Edit – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.



Maps – Easily embed maps from Google, ESRI, and more using the HTML widget.

Mega Menu – A main navigation menu makes it easy to get to any page on your website quickly.

Predictive Site Search – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

Site Search Log – All search words are kept in a log.

Real Simple Syndication (RSS) Feeds – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

Responsive Design – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

Social Media – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

Supported Browsers – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

Third-Party Access – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

Translation – Integration with Google Translate translates web pages into over 100 languages.

ACCESSIBILITY COMPLIANCE

With more than 1 in 4 (~28.7%) adults in the United States live with a disability, CivicPlus helps governments ensure that critical resources are available to all residents. Our commitment to accessibility is visible through VPATs and third-party audits that can confirm you're working with a trusted and experienced partner. Our multi-faceted approach sets you up for success:

- CivicPlus Municipal Websites are delivered inclusive by design meeting WCAG 2.1 accessibility standards at time of launch.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up to date with the latest ADA/WCAG standards.
- Your staff can use the Accessibility Checker included within the CMS to scan content created in the editor for accessibility issues so you can correct them before publishing.
- Any new regulations that require code changes are reviewed by our product team at least quarterly. Depending on the regulation, our product team plans and executes necessary changes with no additional effort required from you.
- Our product team updates our best practices and provides regular updates to customers via the CivicPlus website, blog articles, webinars, and other publications.



Additionally, CivicPlus offers an extensive suite of accessibility tools, including industry-leading integrations to help customers maintain compliance and prepare for the transition to WCAG 2.2. Due to the dynamic nature of website content updates, ongoing accessibility solutions can be incredibly beneficial in ensuring sustained accessibility compliance. CivicPlus provides three long-term web accessibility solutions offering varying approaches to help with your compliance maintenance challenges:

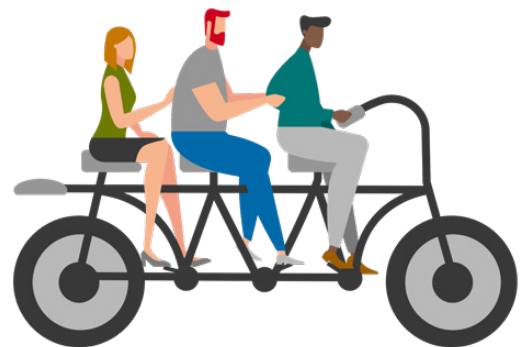
- AudioEye Managed: Accessibility tools and services for WCAG 2.2 compliance
- Acquia Optimize: Website Governance & Compliance Tools
- CommonLook Document Remediation

Additional details and/or a quote can be provided upon request.

The Civic Impact Platform

For governments to operate smoothly, departments, staff, and residents need to be able to find answers, complete their tasks, and communicate without hassle. CivicPlus connects all of your teams and functions, so they work better together for your community. With the Civic Impact Platform, you can:

- Modernize and connect every function.
- Strengthen compliance, accessibility, and readiness.
- Consolidate onto a comprehensive, purpose-built platform.
- Deliver a singular, personalized residents experience.
- Empower staff effectiveness.



CMS Maintenance

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches

Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. We offer secure data center facilities, constant and vigilant monitoring, and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are we have an option that will be a fit for your community.

Data Center	• Highly reliable data center & secure facility • Managed network infrastructure • On-site power backup & generators • Multiple telecom/network providers • Fully redundant network • System monitoring – 24/7/365
Bandwidth	• Multiple network providers in place • Burst bandwidth – 22 Gb/s • Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)
Hosting	• Central Starter software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	• Emergency after-hours support, live agent (24/7) • On-line status monitor by Data Center • 8-hour guaranteed recovery TIME objective (RTO) • 24-hour guaranteed recovery POINT objective (RPO) • Pre-emptive monitoring for disaster situations • Multiple, geographically diverse data centers
DDoS Mitigation	• Defined DDoS Attack Process • Identify attack source and type • Monitor attack for threshold* engagement
DDoS Advanced Security Coverage	• Not Included - additional coverage available at time of event (fees will apply)

*Thresholds: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during attack



Implementation

Standard Project Timeline

Design creation, content development, professional consulting, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical standard project ranges from 8-10 weeks. Your exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

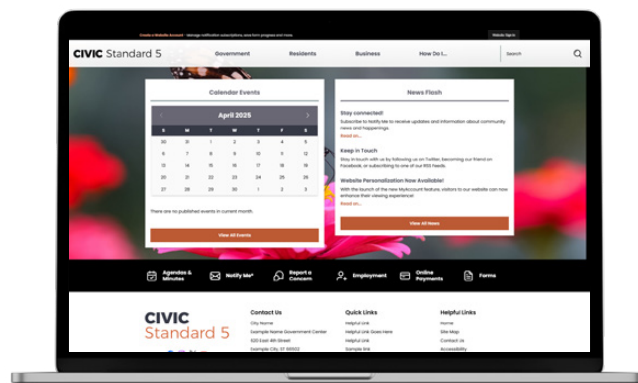
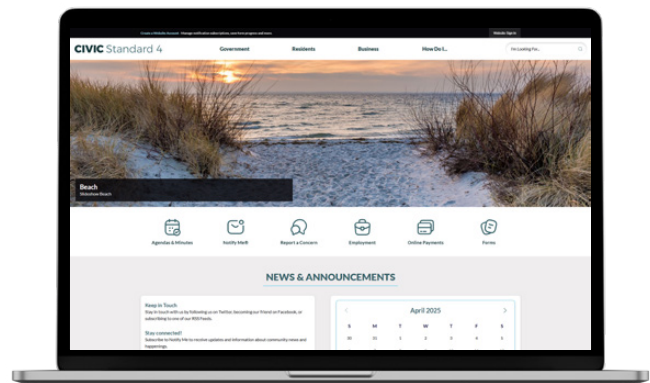
PHASE 1: INITIATE & ANALYZE	~2 Weeks	• Project Kickoff Email • Planning & Scheduling • Customer Deliverable Submission
PHASE 2: CONTENT IMPLEMENTATION & DESIGN CREATION	~5 Weeks	• Site Map Creation • Content Implementation • Design Creation • Google Analytics Account Creation • Quality Control
PHASE 3: EDUCATE	~1 Week	• Group Training
PHASE 4: LAUNCH	~1 Week	• Project Scope Completion • Website Launch

Standard Package Designs

You will choose one of our fixed layout options as the base of your website. You will then be given the opportunity to submit personalized information, like imagery, branding, graphic button preferences, and more to be taken into design consideration. This finalized design will not only represent your unique community, but—combined with the functionality of the Central Starter CMS—will help you provide an attractive and convenient online resource for your community.

LAYOUT OPTIONS

Choose one of five government website design options with the idea that design can be customized with brand colors, logos and images unique to your community.



Approaching Your Project Implementation

Communication between you and your CivicPlus team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.

- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work



The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

Phased Approach

PHASE 1: INITIATE & ANALYZE

Project Kickoff Email – Your project manager will kick off your project via email, introducing your CivicPlus team, detailing deliverables needed, providing a high-level overview of the development process, and introducing tools and resources used to manage your project.

Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

Customer Deliverable Submission – You will be responsible for submitting deliverables as outlined.

PHASE 2: CONTENT IMPLEMENTATION & DESIGN CREATION

Site Map Creation – Our content development team will generate a site map of your existing website in preparation for the content implementation.

Content Implementation – Our Content Development team will migrate up to 150 pages of content (including their text, documents, and images) from your current website to your new, Central Starter website. Additional pages of content can be added for an additional fee. Content will be enhanced for accessibility, and we will organize your website pages to make them easy to navigate. They will also migrate the current year and the previous two years of simple meeting agendas and minutes to the Agenda Center module. Additional years can be added for an additional fee.



Design Creation – You'll have the chance to review the responsive design prototype and provide feedback and/or approval.

Google Analytics Account Creation – Your website will be set up with a Google Analytics account.

Quality Control – Our Content Development team will complete a quality control check to ensure proper content migration.

PHASE 3: EDUCATE

Group Training – Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered online to administrators and content contributors. Individuals can attend group training sessions in the weeks prior to going live.

PHASE 4: LAUNCH

Project Scope Completion – Your Central Starter project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

Website Launch – After final confirmation, your website will be made live and available to the public.

Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Complete the Design Form to communicate design preferences
- Choose your desired layout
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)



Optional Enhancements

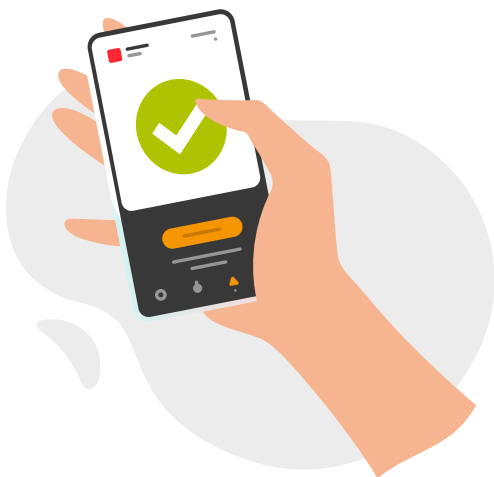
CivicPlus Chatbot

AI-POWERED CUSTOMER SERVICE TO DELIGHT YOUR RESIDENTS

You want to give your residents the highest quality, most responsive, and personalized customer service experiences. However, with less staff, fewer resources than ever before, and building pressure to enable contactless government, how can you continue to delight your community members? With smart customer service automation.

CivicPlus Chatbot is designed to convincingly simulate the way a human would behave during a customer service interaction. Our advanced technology combines the power of site search and artificial intelligence (AI), to deliver exceptional customer experiences to people using your CivicPlus website.

Our Chatbot crawls your website and other linked databases to create a continually, automatically updated AI-powered knowledgebase. The result is less time spent on common, transactional inquiries and happier residents who know they can quickly and effortlessly receive what they need from their municipality.



Automated Customer Service

Chatbot simulates the quality service experiences your staff has with residents; saving you time from answering common questions by email, phone, and walk-in.

Answers from Multiple Sources

Chatbot crawls your website and other linked databases to create a continually updated AI-powered knowledgebase.

No Content Silos

Our smart Chatbot scans your content and routinely refines its responses for improved results.

Insightful Analytics

Use Chatbot's reports to identify content gaps on your website and add the information, tools, and resources that people are searching for most frequently.

An Experience Designed for the Public Sector

Unlike chatbots intended to facilitate retail sales, the CivicPlus Chatbot is designed to simulate government-resident interactions.

AudioEye for Websites

CivicPlus is the exclusive local government provider of AudioEye's full service accessibility offering. AudioEye's industry-defining digital accessibility hybrid offering helps deliver website remediations efficiently and affordably for organizations of all sizes. The AudioEye platform leverages a decade of investment in advanced technology supported and informed by a team of dedicated IAAP-certified professionals to help deliver improved access to the web conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

AudioEye

- AudioEye Managed
- Proprietary automated testing suite
- Detect Section 508 and WCAG 2.2 Success Criteria violations
- AudioEye engineers remediate accessibility issues
- Compliance monitoring
- Manual technical analysis and usability testing
- AudioEye Accessibility Help Desk with Personalization Tools

AudioEye Managed

- Provides complete digital accessibility compliance auditing and resolution
- End-to-end digital accessibility compliance testing, resolution, validation, and monitoring
- Combines subject matter experts with technology—a team of engineers and manual testers to ensure issues of accessibility are fixed and stay fixed

AudioEye Accessibility Help Desk with Personalization Tools

- Fully customizable user experience
- Tailored to individual needs regardless of device type, language preference, or preferred method of access
- Users can customize the visual display of the website, the toolkit provides instant personalization
- 24 Hour Help Desk provides accessibility answers from accessibility experts

Digital Accessibility Platform

- Software as a Services (SaaS), API-first technology
- Offers end-to-end compliance auditing
- Ability to spider, scan, and diagnose entire websites, single blocks of code, and content delivered via API
- Offers flexible resources for proper identification and remediation of the detected issues

AudioEye Trusted Certification



The AudioEye Trusted Certification represents a commitment to accessibility and digital inclusion.

www.fcc.gov is AudioEye Trusted.

The AudioEye web accessibility certification process involves automatic and manual testing with the goal of identifying and resolving access barriers, conforming with the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.2 Level AA Success Criteria, and ensuring an optimal user experience for all users, regardless of their individual abilities.



CivicSend

CivicSend is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to residents. CivicSend is more than a simple email newsletter tool—it provides CivicPlus customers with a single point of access, via integration with Web Central, to multiple communication channels, including email, SMS/text, Facebook, and X (formerly Twitter). CivicSend centralizes communication, saves administrative users time, and improves overall productivity.

Additional benefits of the CivicSend module include:

- Content auto-posts to your website
- Unlimited communication—there is no limit to the number of emails you can send (text messaging rates do apply)
- Template options to make customizing your message quick and easy
- Access to all subscriber lists in your Web Central website, including the ability to select multiple lists



Platform Identity Provider (IdP) Integration

More often, local government IT teams are looking to implement single sign-on (SSO) functionality to simplify user access to all web and cloud-based applications without requiring individual authentication. The CivicPlus' Platform IdP Integration capabilities provide local governments with the following conveniences:

- Faster and easier access to vital third-party solutions that integrate with your CivicPlus unified applications, such as CivicPlus' Municipal Websites, Recreation Management, and Agenda and Meeting Management Select
- Reduced password and account maintenance
- The ability to log into your CivicPlus software accounts from any device with an Active Directory username and password
- Auto-account generation
- Group syncing
- Customization of the design of your active directory login page

We offer integration with Microsoft's Entra ID (formerly Azure AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.



Standard Department Header Package

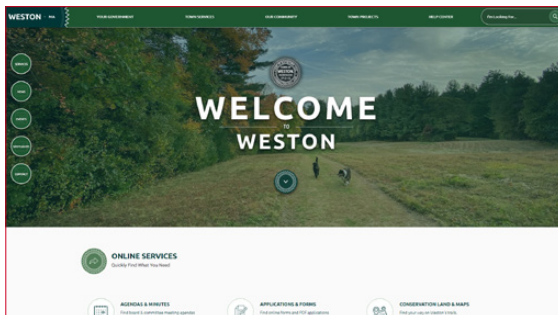
A Department Header Package is a cost-effective way for a department or division to informatively and graphically differentiate themselves from the look of the main website while leveraging consistent CMS administration. The Standard Department Header Package shares CMS login and modules with the main website. Further, it inherits the structural layout, widgets, and design styles from the main website.

A Standard Department Header Package includes department specific:

- Site URL (if applicable)
- SSL Certificate / DNS & Hosting (if applicable)
- Site Identifier / Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Content

Design Examples

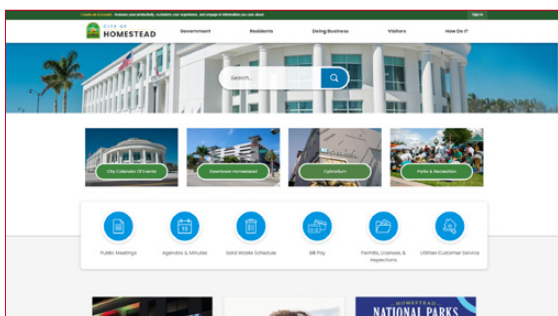
The examples provided below are representative of attributes found in a Standard Department Header Package, but may not expressly reflect the design package of your main website.



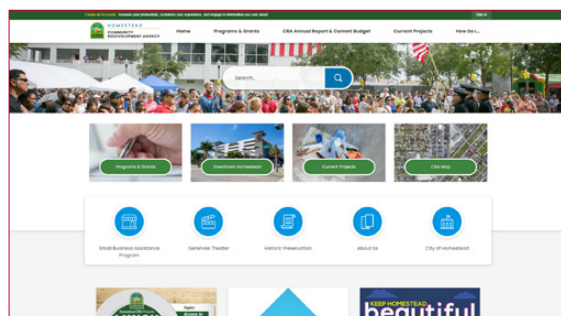
Weston, MA - Main Website



Police Department Header



Homestead, FL- Main Website



Community Redevelopment Department Header



Interior Banners

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Each banner can rotate through as a slide show.

Recurring Redesign

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. A recurring redesign can occur every three, four, or five years - depending on the timeframe purchased. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after a set number years (as purchased) of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.

Credit Card Processing

To enhance your customer experience, CivicPlus integrates with a limited number of external payment processors to provide secure, PCI-compliant payment processing. If utilizing a partnered external processor, CivicPlus can assist you with the facilitation, set-up, support, and troubleshooting services. In addition to our partner network, CivicPlus maintains integrations with additional external processors, in a more limited fashion, to assist you in implementing a successful system. Additional details on our supported external processor network is available upon request.

To utilize any of the integrated external processor, an agreement will need to be executed directly between you and the vendor that will assess separate merchant account and transaction fees. Use of an external processor may be subject to additional CivicPlus fees to maintain these solutions. Additional information can be provided upon request.

Because EMV devices are encrypted specifically for individual payment processors, you'll need to procure any required devices directly from your selected external processor for either purchase or rent. We are happy to assist in your procurement of such devices.

Consulting Engagement

CivicPlus consulting helps your organization do the heavy lifting, starting with data-driven research and ending with service-level process optimization. We'll help you facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. We will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.



Upgrade to Guardian Hosting & Security

In today's digital era, local governments require a hosting solution that not only meets their needs but exceeds their expectations. Our Enterprise Level Hosting Solution is designed with local governments in mind, offering unparalleled DDoS protection to safeguard your digital infrastructure from the most aggressive cyber threats. With our state-of-the-art security measures, you can ensure the continuity of critical services, even in the face of sophisticated attacks.

Moreover, we understand the importance of building resident trust through consistent and reliable service availability. That's why we guarantee a high availability of ****99.9% uptime****, ensuring your services are accessible when your residents need them the most. This commitment to uptime translates to less than 8.76 hours of potential downtime annually, demonstrating our dedication to maintaining your operations without interruption.

Data Center	• Redundant Power Supply • Uninterruptible Power Supply (UPS) Systems • Enhanced Cooling Infrastructure • Diesel Engine Generators • Energy Storage	• Redundant HVAC Systems • N+1 Redundancy • Fully Redundant Network • System Monitoring – 24/7/365
Security	• Web Application Firewall (WAF) Protects Against SQL Injection, Cross-Site Scripting, & Other Threats • OWASP Modsecurity Core Rule Set Guards Against OWASP Top 10 Vulnerabilities • Server Management Services Ensure Smooth Operation & Optimal Performance • Regular Software Updates & Security Patches • Antivirus Management & Updates Protect Against Malware • Continuous System Monitoring for Health & Performance	
Performance	• Regional Content Delivery Network (CDN) Distributes Cached Content to Minimize Latency & Enhance Reliability • Server-Side Caching with Regional CDN Improves Page Load Times & Content Delivery • Unparalleled Browsing Experience for Users on Your Website or Application	
Hosting	• Enhanced Security and Compliance • CMS software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches	• Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	• Emergency After-Hours Support, Live Agent (24/7) • Online Status Monitor by Data Center • 8-Hour Guaranteed Recovery Time Objective (RTO) • 24-Hour Guaranteed Recovery Point Objective (RPO) • Pre-Emptive Monitoring for Disaster Situations • Multiple, Geographically Diverse Data Centers	
DDoS Protection & Mitigation	• Cloudflare's Reverse Proxy to Protect Your Network • Access to Advanced Tools that Defend Against DDoS Attacks • Utilize Cloudflare's Massive Network Capacity of 30 Tbps • A Skilled Team is Always Ready, 24/7, to Stop Any Attacks on Your Digital Assets	

Upgrade to Platinum Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously.

Our Platinum package solution comes with enterprise-level Cloudflare software and adds the peace of mind of comprehensive and continuous DDoS protection. From Azure's geographically distributed regions and Cloudflare's Content Delivery Network (CDN) to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance), we've got you covered.

Hosting & Security	• Azure hosting • Web application firewall • OWASP ModSecurity core rule set • FedRAMP, PCI, DSS, NIST, and FIPS compliant Virtual Machines and Databases • Reverse Proxy Server • Wildcard SSL (TLS) • Server management • Software updates & security patches • Antivirus management & updates • System monitoring – 24/7/365
Disaster Recovery	• Emergency after-hours support, live agent (24/7) • On-line status monitor by Data Center • 2-hour guaranteed recovery TIME objective (RTO) • 1-hour guaranteed recovery POINT objective (RPO) • Pre-emptive monitoring for disaster situations • Multiple, geographically diverse data centers
Performance & Bandwidth	• Server-side Caching • Regional Content Delivery Network • Unlimited bandwidth • Burst bandwidth – Azure (variable)
Insights	• Security Analytics Dashboard (shown above) • Information on traffic, threat types mitigated, top threat countries, and number of requests received through Cloudflare • Analytics shown in graphs and pie charts
DDoS Mitigation	• Defined DDoS Attack Process • Identify attack source and type • Monitor attack for threshold engagement
DDoS Advanced Security Coverage	• Continuous DDoS mitigation coverage • Content Distribution Network support • Proxy server support • Live User Detection service





Automated Accessibility Remediation by First-Hand Users of Assistive Technology

Unlock digital accessibility excellence with CivicPlus® and AudioEye

By harnessing the combined power of CivicPlus' local government expertise and AudioEye's accessibility know-how, you can make addressing website accessibility challenges an effortless, automated process.



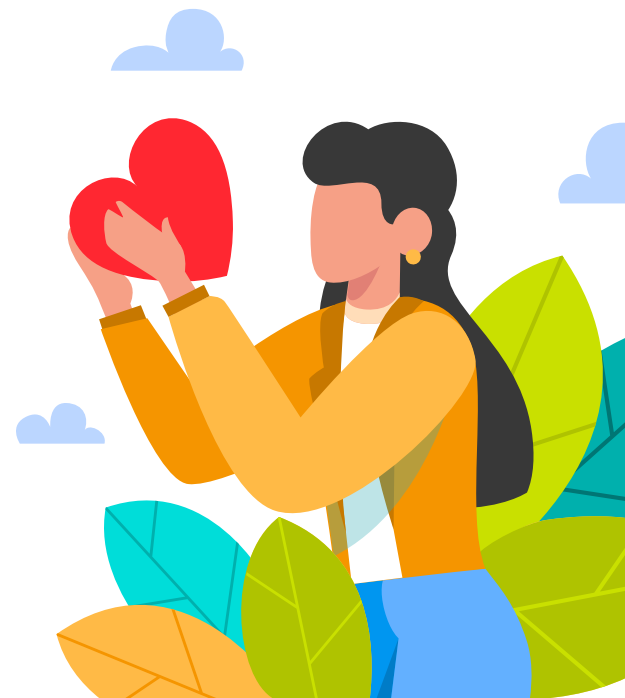
What's Your Long-Term Accessibility Plan?

Consider:

- Do you monitor your website content continuously for accessibility compliance?
- Do you have accessibility experts and legal support available to fix issues 24/7?
- Do you have in-depth knowledge of Web Content Accessibility Guidelines (WCAG) 2.2 and other state and federal regulations regarding digital accessibility?
- Does your parks and recreation software provide compliant digital interactions for your residents?

Dependable Compliance and Accessibility Solutions

Websites are no longer static entities but living documents that continuously grow with updates and enhancements in an ever-evolving landscape of accessibility legislation. Identifying issues of accessibility on a government website is only half the battle. Once accessibility barriers are identified, they need to be fixed. Once fixed, the website will then require consistent monitoring to ensure that any new content meets accessibility standards. Delivering accessible and usable content is an ongoing commitment to your residents, and with the help of AudioEye, CivicPlus offers an end-to-end solution for digital accessibility, all while accommodating lean budgets and a hands-off approach.





Three Core AudioEye Benefits:



Focus on digital accessibility: AudioEye specializes in providing powerful accessibility solutions. Even in cases where time and resources are limited, AudioEye offers a specialized suite of features tailored to your needs.



User testing and insights: AudioEye's A1liance user testing feature offers a solution to address your website's accessibility concerns. It leverages the firsthand experiences of individuals who use assistive technology, ensuring that your website complies with accessibility standards and provides an excellent user experience for residents with diverse accessibility needs.



Certified accessible by AudioEye: The AudioEye Trusted Certification accounts for continuous automated testing and response processes for accessibility barriers that arise, conforming with WCAG, and delivering equal access to all users.





Five Key AudioEye Features:

AudioEye, our powerful accessibility solution partner, offers a wide range of features to enhance web accessibility compliance. Find five key features below:



Expert Accessibility Remediation: Go beyond platform-specific website remediation. The A11iance tester community reviews CivicPlus websites and helps inform AudioEye's product suite decision-making.



AudioEye-Trusted Certification: Display your commitment to accessibility through an AudioEye-Trusted Certification — the only site certification in the accessibility industry.



Accessibility Legal Support and Help Desk: Our team of legal experts will analyze claims for validity and assist you in responding line-by-line to your demand letter or legal request. Help desk staff provide end-user (resident) support from a team of experts capable of taking action. This bridge between local governments and disabled residents is often the first thing the Department of Justice (DOJ) looks for when investigation and enforcing accessibility policy.



AudioEye Toolbar: The free assistive tools embedded in the AudioEye Ally toolbar support the individualized needs of website users that leverage assistive technology and other tools to engage with digital content.



Comprehensive Conformance Reporting: Receive a summary of conformance evaluations and clickable tutorials and links directly to your pages, with instructions for implementing source code fixes.

CivicPlus, in partnership with AudioEye, offers an end-to-end for your digital accessibility needs. Our suite of features, combined with the expertise of AudioEye, guarantees that your website will be consumable for every member of your community.





About CivicPlus

CivicPlus® is a trusted technology company dedicated to empowering government staff and powering exceptional digital experiences for residents. With a comprehensive suite of solutions that combine to form THE Modern Civic Experience Platform, we strive to create one-stop, frictionless, interactions that delight residents and help staff collaborate and work efficiently. As a result, government administrations that choose CivicPlus realize greater trust and satisfaction among their community members.

Backed by over 25 years of experience and leveraging the insights of more than 950 team members, our solutions are chosen by over 12,500 global entities and are used daily by over 340 million people in the U.S. and Canada alone. For more information, please visit civicplus.com.

About AudioEye

AudioEye is a technology company providing digital accessibility solutions and is the industry's first and only single solution that is fully compatible with WCAG 2.1, as well as with new and updated digital accessibility standards.



CL PDF

The world's leading PDF remediation software plugin for Adobe Acrobat, enabling users to test, repair, and report on accessible PDF documents.



Faster & Better.

Don't let Acrobat slow you down.

Adobe Acrobat has incredible functionality—in almost every way. However, when it comes to ensuring PDFs are fully accessible and compliant, it leaves much to be desired. That said, CL PDF seamlessly integrates with Acrobat, simplifying the remediation process to comply with accessibility standards.

CL PDF enables teams to produce high-quality remediated documents, accelerating remediation tasks while injecting proven methodology into the remediation process. This functionally rich solution is the premier choice for industry professionals who work to ensure compliance with accessibility standards.

- ✓ Used by more than 50% of government agencies.
- ✓ Listed in the W3C's PDF Techniques for WCAG 2.0.
- ✓ Ensures high-quality, error-free remediation outcomes.
- ✓ Faster and more efficient than using Acrobat for accessibility.
- ✓ Thumbnail that links to comparison chart.

Leading the Pack.

Best-in-Class PDF Accessibility Software.

CL PDF provides an all-in-one environment to test, remediate and verify documents. Listed in the W3C's PDF Techniques for WCAG 2.0, CL PDF includes powerful tools to accelerate remediation. As a result, it provides faster and more efficient results than Adobe Acrobat.

- ✓ Convenient plugin for Adobe Acrobat.
- ✓ Scale-up document remediation capacity while maintaining quality and accuracy.
- ✓ Automatically detects and repairs a variety of common PDF problems.
- ✓ Dramatically reduces the time required to correct existing PDF documents.
- ✓ Proven tools for working with tags, tables, lists, and more.



Your Accessibility Ally.

It's Like Having an In-House Compliance Expert.

As organizations strive to make their website and document content compliant with the accessibility standards, they face gaps in their in-house knowledge and resources. However, CL PDF users don't require previous knowledge of accessibility software or compliance standards. Whether compliance, communications, or IT—PDF remediation is now simple and seamless!

Features & Functionality.

Here are just a few of the benefits you'll get using CL PDF.

- ✓ Reduce compliance costs by cutting the frequency and expense of document repairs
- ✓ Build internal capacity to address the rising demand for accessible PDFs
- ✓ Guide users through each document's accessibility checkpoints
- ✓ Access training to raise document remediation skills
- ✓ Validate against the Section 508, WCAG 2.0, PDF/UA 1.0, and HHS standards
- ✓ Support structural validation based on ISO 32000-1:2008
- ✓ Support documents with multi-page structures and structures that move between pages
- ✓ Powerful, time-saving tools for working with tags, tables, lists, and tables of content
- ✓ Verify and correct tagging order and semantics in a dedicated, auditable workflow
- ✓ Alert users to correct structuring of tables, lists, and tables of contents.
- ✓ Enable users to verify the output of PDF files as appropriate to each checkpoint



We are the world's premier, most comprehensive Accessibility Solutions Provider, enabling any organization—regardless of size, industry or location—to deliver fully compliant accessible communications, support people with disabilities, and ensure equitable access to information for all.

Contact Us Today

Toll-Free: +1 800 563 0668

International: +1 613 236 0866

Email: sales@allyant.com

General Municipal Website (CivicEngage) Terms

Due to the multiparty dependency of Project Development, CivicPlus will not migrate, convert, or port content or information that could reasonably be construed as time-sensitive, such as calendar or blog content, during Project Development.

The Customer allows CivicPlus to display a “Government Websites by CivicPlus” insignia, and a web link at the bottom of the completed web pages. The Customer understands that the pricing structure provided under this Statement of Work "SOW" assumes such perpetual permission.

Evolve

1. CivicPlus is not responsible for any act or omission of any third-party vendor or service provider that the Customer has selected to integrate the Municipal Website Evolve services with. If the Customer’s Services include Process Automation and Digital Services (CivicOptimize), the terms for such Services, set forth in the Process Automation and Digital Services section shall apply.

CivicPlus Mobile App

2. The Customer is responsible for the registration and account management of the Customer’s app account on the respective distribution platform (App Store, Google Play). CivicPlus may manage the Google Play distribution platform. CivicPlus, in its sole discretion, may transfer management and ownership responsibilities to Customer or an approved third party of any mobile app platform used by Customer after providing thirty (30) days’ written notice to Customer of such change.
3. If the Customer desires to use the App Store, the Customer is responsible for the set up the Apple Developer Account as follows:
 1. Set up an Apple Developer Account
 2. Identify CivicPlus and OneBlink as a developer on the account
 3. Work with CivicPlus Implementation team to customize the App Store descriptions, settings and content.
 4. Work with CivicPlus Implementation team to update the App Store descriptions, settings and content.
 5. If the Customer identifies as a non-profit organization, Apple will waive the annual fee. However, if the Customer is identified as a for-profit organization and must pay the annual fee, the payment must be set up to auto-renew. CivicPlus shall not manage the Customer account. CivicPlus shall only use the Customer’s Apple Developer Account to deploy the Customer’s CivicPlus Mobile App.

6. If the Customer receives emails or requests from Apple regarding the Customer's Apple Developer Account, it is the Customer's responsibility to respond directly to Apple. In the event the communication specifically involves the deployment of the CivicPlus Mobile App, the Customer shall immediately forward such communication to CivicPlus to ensure the CivicPlus Mobile App remains live and up-to-date.
- 4.
5. The Customer represents that it has all intellectual property rights in any the Customer data and content to be added to the Services. It is solely the Customer's responsibility to seek the permission of any third-party data and/or content owner used by the Customer.

The Customer understands that the hosting for the Services are provided by the app distribution platform and not CivicPlus. CivicPlus shall not be liable for any downtime of the Services provided to the Customer.

Design Center Pro

6. If the Customer's use of the Design Center Pro module results in a loss in website or software function or other issue requiring CivicPlus resources to remedy, the Customer will be charged CivicPlus's standard hourly rate at such time for such resources.

CivicPlus Pay / Process Automation Pay / Pay

7. CivicPlus Pay Services enables the Customer to receive online credit card payments for certain services or products the Customer provides via the Customer websites or recreation management system supported by CivicPlus. As such, through the Services, CivicPlus facilitates an automated process for redirecting credit card payments to the Customer's chosen payment gateways / merchant account processors ("Gateway"). For card payments, CivicPlus will redirect any payments processing to the Customer's Gateway, and the Gateway presents the payment form page and processes the card payment. CivicPlus does not transmit, process, or store cardholder data and does not present the payment form. CivicPlus implements and maintains Payment Card Industry (PCI) compliant controls for the system components and applications that provide the redirection services only.
8. The Customer will enter into a merchant account agreement with a Gateway provider that is within CivicPlus's network of integrated Gateways. ("Integrated Partner"). Such agreement's terms and conditions will solely enure to the benefit and obligation of the Customer; CivicPlus shall not be a party to such agreement. CivicPlus will facilitate contact between the Customer and the selected Integrated Partner for contracting purposes and shall integrate the Integrated Partner's Gateway system into the

Customer's Services. The Customer agrees to assume responsibility for ensuring execution of a Gateway contract with the Customer's select Gateway provider, to comply with all terms and conditions of such contract, and pay all fees required to maintain the services. The Customer acknowledges that the fees set forth in the applicable SOW do not include any transaction, processing, or other fees imposed by the Customer's Gateway.

9. The Customer is solely responsible for their relationship with their selected Gateway. In no event will CivicPlus:
 1. take part in negotiations,
 2. pay any fees incumbent on the Customer or merchant account, or
 3. acquire any liability for the performance of services of any chosen Gateway, including those Integrated Partners.
10. The Customer acknowledges switching to a different Gateway after signing this SOW may incur additional fees and require a written and signed modification to this SOW. The Customer shall continue to be responsible for negotiating and executing any Gateway agreement as described herein for any additional Gateway changes. The Customer understands and agrees that CivicPlus is not liable for any failure of service or breach of security by any Gateway provider selected by the Customer, whether such provider is an Integrated Partner or not.

Chatbot

11. The Customer understands that the Chatbot Services are not intended to collect, and CivicPlus discourages the Customer from soliciting and collecting, any personally identifiable information ("PII"), protected health information ("PHI"), payment card industry information ("PCI") or any other financial data from its users. CivicPlus cannot monitor and control the Customer's actions; therefore, in the event the Customer solicits and stores any PII, PHI, PCI, or other financial data, it is at the Customer's sole discretion and risk. The Customer as the data owner, and not CivicPlus, is solely responsible for the applicable laws and regulations regarding any data breach involving such data, including breach notification and credit monitoring requirements.
12. The Customer understands that the Services must crawl over the Customer's entire site and scrape information for successful performance. The Customer shall be solely responsible for obtaining permission from any third party whose content may be crawled and/or scraped by the usage of the Services. In no event shall CivicPlus be liable to the Customer or any third-party, for any claim, action, liability, or damages, arising out of or related to the Services crawling over and/or scraping any third-party system and/or content. The cost of the Services listed in the applicable SOW is for one domain, limited

to ten crawled websites, if the Customer requires more domains or crawled websites, the Customer should reach to the Customer's designated CivicPlus representative.

13. CivicPlus and/or its partners shall have the right to collect and analyze data and other information relating to the provision, use, and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning the Customer data and data derived therefrom), and CivicPlus and/or its partners will be free (during and after the term hereof) to:
 1. use such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other CivicPlus offerings, and
 2. disclose such data solely in aggregate or other de-identified form in connection with its business. No rights or licenses are granted except as expressly set forth herein.
14. CivicPlus shall not be responsible or liable for the content of messages created by the Customer, or by end-users who access the Service.

Recurring Redesign

15. Starting after continuous service for the period of months explicitly stated in the Recurring Redesign line item on the applicable SOW (the "Redesign Term"), the Customer shall be entitled to receive a website redesign at no additional cost. The Customer may initiate the website redesign any time after completion of a Redesign Term. Upon the initiation of an eligible redesign project, the Customer may begin accumulating eligibility towards a subsequent redesign after continuous service of a subsequent Redesign Term. Redesigns that include additional features not purchased on the original website SOW may be subject to additional charges.
16. Additional features include, but are not limited to, additional modules and integration of third-party software. Recurring Redesigns are eligible for the website, subsite, and department headers encompassed in the Customer's website at the time of recurring redesign was purchased or included in the applicable SOW in which the redesign was purchased. Any subsequently purchased website, subsite, and department header may be included in the Customer's redesign at an additional fee.

Encrypted Forms

17. The Customer acknowledges and understands use of the Encrypted Forms Services is contingent on a current, valid subscription of CivicPlus' Platinum Hosting & Security upgrade for the CivicPlus Municipal Websites (CivicEngage), and that any termination or

suspension of such Platinum Hosting & Security upgrade shall likewise immediately terminate or suspend the use of the Encrypted Forms.

18. The Customer is responsible for the updating and accuracy of their public-facing privacy policy.
19. The Customer acknowledges that any forms to be used in the Services must be created in the Encrypted Forms module, and such forms cannot be unencrypted or exported to unencrypted modules.
20. CivicPlus strongly recommends the Customer completes a Privacy Impact Statement (PIA), which shall detail the Customer's privacy practices and policies surrounding the use of, and any data stored within or collected by the Services. The Customer further warrants appropriate employees will be adequately trained on the use and deployment of the Services.
21. The Customer and CivicPlus each jointly acknowledge that for the duration of the applicable SOW, CivicPlus shall serve as the "Data Custodian" and is solely responsible for the appropriate security controls, including safe custody, transport, and storage of data. The Customer shall serve as the "Data Owner", and is solely responsible for the operational and privacy specific controls, including data collection, content, context, and use. Notwithstanding the foregoing, the Customer acknowledges that CivicPlus cannot detect or prevent unauthorized individuals accessing any CivicPlus system through use of valid log-in credentials as set up by the Customer. The Customer has sole responsibility for maintaining the security of such log-in credentials, and assigning and defining roles and permission to each individual end-users.
22. The Customer acknowledges that due to the nature of the encryption employed in the Services, CivicPlus staff are unable to access any data submitted or stored within the Services.
23. The Customer understands and agrees that the Services are not intended to collect or store any credit card information, or related identifiable or financial information and that the Customer shall not collect or store any such information in the Encrypted Forms. For the sake of clarity, the Encrypted Forms are not Payment Card Industry Data Security Standards (PCI DSS) or Health Insurance Portability and Accountability Act (HIPAA) compliant, and the Customer shall not use it for PCI DSS or HIPAA purposes.

AudioEye - Managed for Municipal Websites Hosted by CivicPlus

AudioEye Services are performed by AudioEye, Inc. (“AudioEye”), for whom CivicPlus is an authorized reseller.

In no event will AudioEye, CivicPlus, any of their affiliates, or any of their respective directors, officers, shareholders, employees, and agents (collectively, the “AudioEye Parties”), be liable for any damages (whether direct or otherwise) or subject to any indemnification, hold harmless or defense obligations arising out of, relating to or resulting from any third party claim alleging that any website, tool or application subject to any AudioEye offering is not compliant with any laws, regulations, guidelines or standards relating to accessibility, including without limitation the Americans with Disabilities Act, the Unruh Civil Rights Act, the Rehabilitation Act or any web content accessibility guidelines (“Accessibility Claim”) and Customer covenants not to bring or assert any claim against AudioEye or the AudioEye Parties relating to such Accessibility Claim.

If AudioEye or Customer or any parent or affiliate receives any communication, or as a defendant is served with a complaint, alleging an Accessibility Claim, Customer will promptly provide CivicPlus and AudioEye with a copy of such communication or complaint. In connection with any Accessibility Claim, none of the CivicPlus or Customer or any parent or affiliate or employee of any such entity or person will refer to AudioEye or the services performed by AudioEye without AudioEye having an opportunity to review and comment upon such reference.

Without limitation and unless otherwise provided in a separate agreement, the Service does not provide accessibility or compliance, or otherwise remediate, the following: (1) any documents, spreadsheets, pdfs, or other non-website content or files accessible via the Authorized Domain, (2) any videos or other multimedia files accessible via the Authorized Domain (including embedded videos or multimedia files from third-party platforms), (3) any non-website applications, (4) any domains linked from the Authorized Domain that is not an Authorized Domain (including Google Maps or Instagram), (5) any third-party content or widget including plug-ins, iframes or applications, (6) any plug-ins, iframes or applications that use the flash format, or (7) a java application that operates in a separate window.

Services Ordered

On behalf of CivicPlus, AudioEye will provide the Services listed below to the Customer. AudioEye retains the right to change the Services subject to the terms of the Agreement.

Feature	Description
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Find	
Active Monitoring	• Anonymously records potential accessibility issues based on prescribed WCAG elements anytime an end-user visits a page within the Authorized Domain • Results based on pages actually used (Example: more monitoring on a home page and less on a blog from 3 years ago)
Manual Testing * Monthly Template Reviews	• Functional usability testing conducted by assistive technology (AT) testers on templates on which the Authorized Domain is based • Code review of templates by accessibility engineers
Fix	
Auto Remediations	• Fixes that are applied to every page within an Authorized Domain • Automatically remediates common issues
Manual Remediations * Template Specific	Remediations applied to templates on which the authorized domains are based according to test results from Manual Testing
Report	
Dashboard	• Reporting insights • Resources & Documentation • Training Materials
OnSite Scanner	• Real-time testing results
Toolbar	
Visual Toolkit	Allows end users to fix visual issues on the Authorized Domain

Help Desk	Gives end-users the ability to report an accessibility issue to AudioEye and the site owner; available 24/7
Documentation	
Sustainable Testing and Remediation (“STAR”) Plan	• Default documentation for responding to a demand letter or complaint • Outlines how AudioEye enables site owners with a plan to sustain compliance
Certification Statement	• Delivered through the toolbar • Shows end-users that AudioEye is certifying compliance with WCAG standards
Accessibility Statement	• Statement that a site owner can integrate within their site • Demonstrates that a site is committed to providing an accessible experience
Training	
Online Training Library	Pre-made documentation and videos that show site owners how to fix certain issues, and why they matter
Premium Support	
Online/ZenDesk	• Direct connection with an expert and dedicated Partner Account Manager • Priority support to resolve issues or questions when they arise
Legal Support Services	
Advanced Legal	• If a demand letter/lawsuit is received the AudioEye team will activate and respond line by line to the letter and provide support throughout the process

	• AudioEye will also fully remediate new validated issues on the site so site owners can show consistent progress and intent to be fully accessible
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Compliance Plan Statement

While no offering guarantees compliance, AudioEye’s solution provides services according to an accessibility compliance plan for your website. Specifically, AudioEye defines “compliance” by referencing well-established industry standards and long-standing models that define the required processes and procedures that comprise a successful website accessibility strategy. Those compliance elements, which are listed below, are typically outlined within mutually agreed upon accessibility resolution agreements executed between disability advocates and organizations seeking to fulfill their obligations to ensure an optimal and equitable experience for individuals with disabilities. These standards are as follows:

Compliance Element	AudioEye Solution
Effectuate and Maintain a Comprehensive Plan	Sustainable Testing and Remediation (STAR) Plan Framework
Work with Accessibility Specialists	International Association of Accessibility Professionals (IAAP) Certified Experts (SMEs) design your STAR Plan.
Accessibility Training & Tooling	• Online Training Library • AudioEye Toolbar • On-site Scanner
Provide a Public “Grievance Process”	24/7 Fully Managed Help Desk in Toolbar
Publish and Maintain Digital Accessibility Policy Statement	• Compliance Statement • Accessibility Statement Template

Periodic SME Manual Auditing	Periodic technical analysis and functional usability testing (manual testing) conducted by Assistive Technology (AT) testers on templates and/or domains**
Fixing Reported Issues	• AI/Auto Remediations • Manual Remediations** • Fix at Source Reporting/Guidance**
Conformance with Prevailing Digital Accessibility Standards (Current as of Effective Date: Web Content Accessibility Guidelines “WCAG” 2.1 Level AA)	STAR Plan achieves & sustains substantial conformance to eliminate existing, and mitigate future, digital access barriers
* Certain accessibility issues may need to be resolved by the Customer at the source level. ** Tier-specific services; May require the purchase of additional add-on services.	

CommonLook - PDF Remediation Services

The PDF accessibility and compliance services (the “Services”) are performed hereunder by Allyant, dba CommonLook (“CommonLook”).

1. Export Regulation. The CommonLook software and documentation may be subject to U.S. and Canadian export control laws. Customer shall not, directly or indirectly, export, re-export, or release the CommonLook software or documentation to, or make the CommonLook software or documentation accessible from, any jurisdiction or country to which export, re-export, or release is prohibited by law, rule, or regulation. The Customer will comply with all applicable federal laws, regulations, and rules and complete all required undertakings (including, but not limited to, obtaining any necessary export license or other governmental approval), before exporting, re-exporting, releasing, or otherwise making the CommonLook software or documentation available outside the United States.
2. CommonLook shall remediate “Standard Documents” provided by Customer so that those documents comply with (i) the Americans with Disabilities Act and (ii) PDF/UA, WCAG 2.1 AA or HHS standards (excluding color and contrast requirements therein) in each case of (i) and (ii), upon delivery of such documents to Customer after remediation as set forth below. Customers may request “rush requests” for an additional fee, to be agreed upon at the time of the request.
3. Standard Documents are defined as documents that consist of text, images, tables, or any combination thereof. Standard Documents **do not include**:
 - fillable forms.
 - scanned documents requiring OCR correction.
4. Discovery and Delivery. Upon the start of PDF remediation, CommonLook shall perform scans to scope out projects and provide the inventory lists for each remediation project. The following timelines shall apply:
 - Standard delivery timeframe is at least 7 business days (for non-“bulk” projects).
 - Rush delivery timeframe is 4-5 business days (for non-“bulk” projects”).
5. Upon request, CivicPlus will provide a quote for a delivery timeframe for “bulk” projects (i.e., projects that include over 1,000 total pages to be remediated) which shall require agreement between the parties.

6. Remediated files will be delivered back to the Customer along with the accessibility compliance reports for each file.
7. Alt-text will be provided by CommonLook where possible. Customer to provide alt-text for technical images requiring Customer knowledge or expertise, as determined by CommonLook, in its sole and reasonable discretion. CommonLook will provide a template for providing Alt-text to streamline the process.
8. The Customer understands and agrees that CommonLook is free to use remediation teams located in North America and offshore for the Standard Documents provided by the Customer. Document requests that are required to remain in the continental U.S. can be accommodated but will be quoted at additional cost. It is Customer's responsibility to inform CivicPlus of any such requirements.
9. Documents outside the scope of the Statement of Work (SOW) will be quoted at additional cost and agreed to between the parties. PDF documents can vary greatly in complexity, design, and structure. Some documents may require more extensive and time-consuming remediation efforts, in the event such efforts are necessary, CivicPlus will discuss with the Customer any potential additional cost prior to starting remediation.
10. Upon receipt of remediated documents by CommonLook, the Customer is responsible for scanning to ensure remediation efforts by CommonLook were performed successfully. The Customer understands and agrees that CivicPlus will not be liable for any failure to ensure that the remediated PDFs comply with relevant accessibility standards and legal requirements.

CivicPlus Master Services Agreement

This Master Services Agreement (this “Agreement”) governs all Statements of Work (“SOW”) entered into by and between CivicPlus, LLC (“CivicPlus”) and the customer entity identified on the SOW (“Customer”). This Agreement governs the use and provision of any Services purchased by Customer, as described in any signed SOW, and the effective date of this Agreement shall commence on the date of signature of the SOW (“Effective Date”). If a SOW has not been executed, then the Effective Date shall be determined as the start date of implementation of any software solution by CivicPlus for Customer. CivicPlus and Customer referred to herein individually as “Party” and jointly as “Parties”.

Recitals

I. WHEREAS, CivicPlus is engaged in the business of developing and providing access to proprietary community engagement and government content, workflow, and general management software solutions, platforms and associated services (the “Services”); and

II. WHEREAS, Customer wishes to engage CivicPlus for the procurement of the Services and/or receive a license subscription for the ongoing use of the Services, as set forth in the SOW;

NOW, THEREFORE, Customer and CivicPlus agree as follows:

Agreement

Term & Termination

1. This Agreement shall commence on the Effective Date and shall remain in full force and effect for as long as any SOW is in effect between CivicPlus and Customer, or Services are being provided by CivicPlus to Customer, unless terminated in accordance with this §1 or as otherwise provided in this Agreement (the “Term”). Either Party may terminate this Agreement or any SOW as set forth in such SOW, or at its discretion, effective immediately upon written notice to the other Party, if the other Party materially breaches any provision of this Agreement and does not substantially cure the breach within thirty (30) days after receiving notice of such breach. A delinquent Customer account remaining past due for longer than 90 days is a material breach by Customer and is grounds for CivicPlus termination. CivicPlus reserves the right to withhold, remove and/or discard Customer Data without notice for any breach, including, without limitation, Customer’s non-payment. Upon termination for Customer’s breach, Customer’s right to access or use Customer Data immediately ceases, and CivicPlus shall have no obligation to maintain or forward any Customer Data.

2. Upon termination of this Agreement or any SOW for any reason, (a) the licenses granted for such relevant SOW by §11 below will terminate and Customer shall cease all use of the CivicPlus Property and Services associated with the terminated SOW and (b) any amounts owed to CivicPlus for work performed prior to termination shall immediately become due in full and payable. If Customer has paid in advance for the Services, and this Agreement terminates due to material breach of this Agreement by CivicPlus, CivicPlus shall refund Customer a prorated amount of any amount already paid. Upon termination by Customer for convenience or due to material breach by Customer, in addition to any remedy provided in this Agreement or provided in law or equity, CivicPlus shall be entitled to retain any amounts already paid.

Sections 7, 8, 10, 14, 15, 18, 32 -34, 40, and 42 will survive any expiration or termination of this Agreement.

3. At any time during the Term, CivicPlus may, immediately upon notice to Customer, suspend Customer and any of its Users access to any Service due to a threat to the technical security or technical integrity of the Services.

Invoicing & Payment Terms

4. Customer will pay the amounts owed to CivicPlus for the development and implementation of the Customer's Services, as defined in the SOW ("Project Development"), subscription and licensing, and annual hosting, support and maintenance services ("Annual Recurring Services") in accordance with the payment schedule set forth on the applicable SOW. Invoices shall be sent electronically to the individual/entity designated in the SOW's contact sheet that is required to be filled out and submitted by Customer (the "Contact Sheet"). Customer shall provide accurate, current and complete information of Customer's legal business name, address, email address, and phone number in the Contact Sheet upon submission of a signed SOW. Customer will maintain and promptly update the Contact Sheet information if it should change. Upon Customer's request, CivicPlus will mail hard-copy invoices for a \$5.00 convenience fee to be added to the mailed invoice.

5. Each SOW will state the amount of days from date of invoice payment is due. Unless otherwise limited by law, a finance charge of 1.5 percent (%) per month or the maximum rate permitted by applicable law, whichever is less, will be added to past due accounts from due date until paid. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s). If the Customer's account exceeds 60 days past due, support will be discontinued until the Customer's account is made current. If the Customer's account exceeds 90 days past due, CivicPlus may suspend in progress Project Development and Annual Recurring Services will be discontinued, and the Customer will no longer have access to the Services until the Customer's account is made current. Customer will be given 15 days' notice prior to discontinuation of Services for non-payment.

6. During the performance of Project Development, if Customer requests a change that requires repeated efforts to previously approved work product and such change causes CivicPlus to incur additional expenses (i.e. airline change fees, resource hours, consultant fees, Customer does not show up for scheduled meetings or trainings), Customer agrees to reimburse CivicPlus for such additional expenses. CivicPlus shall notify Customer prior to incurring such expenses and shall only incur those expenses which are approved by Customer.

Ownership & Content Responsibility

7. Upon full and complete payment of amounts owed for Project Development under the applicable SOW, Customer will own any website graphic designs, Services content, module content, importable/exportable data, and archived information ("Customer Content") created by CivicPlus on behalf of Customer pursuant to this Agreement. "Customer Content" also includes, without limitation, any elements of text, graphics, images, photos, audio, video, designs, artworks, logos, trademarks, services marks, and other materials or content which Customer provides to CivicPlus for processing, transmission, storage, or inputs into any website, software or module in connection with any Services. Customer Content excludes any content in the public domain and any content owned or licensed by CivicPlus, whether in connection with providing Services or otherwise.

8. Upon completion of the Project Development, Customer will take over the management and control of the Services and Customer will assume full responsibility for Customer Content maintenance and administration. Customer, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content. Customer hereby grants CivicPlus a worldwide, non-exclusive right and license to reproduce, distribute and display the Customer Content as necessary to provide the

Services. Customer represents and warrants that Customer owns all Customer Content or that Customer has permission from the rightful owner to use each of the elements of Customer Content and that Customer has all rights necessary for CivicPlus to use the Customer Content in connection with providing the Services. Customer agrees that CivicPlus shall not be responsible or liable for the content of messages created by Customer or by Customer's Users or end-users who access Service. Notwithstanding the foregoing, CivicPlus retains the right, but not the obligation, to remove any Customer Content that is libelous, harassing, abusive, fraudulent, defamatory, excessively profane, obscene, abusive, hate related, violent, harmful to minors, that advocates racial or ethnic intolerance, intended to advocate or advance computer hacking or cracking, or other material, products or services that violate or encourage conduct that would violate any laws or third-party rights.

9. At any time during the term of the applicable SOW, Customer will have the ability to download the Customer Content and export the data that is processed through the Services ("Customer Data"). Customer may request CivicPlus to perform the export of Customer Data and provide the Customer Data to Customer in a commonly used format, at any time, for a fee to be quoted at time of request and approved by Customer. Upon termination of the applicable SOW for any reason, whether or not Customer has retrieved or requested the Customer Data, CivicPlus reserves the right to permanently and definitively delete the Customer Content and Customer Data held in the Services thirty (30) days following termination of the applicable SOW. During the thirty (30) day period following termination of the SOW, regardless of the reason for its termination, Customer will not have access to the Services.

10. Intellectual Property in the software or other original works created by or licensed to CivicPlus, including all software source code, documents, and materials used in performing the Services ("CivicPlus Property") will remain the property of CivicPlus. CivicPlus Property specifically excludes Customer Content. Customer shall not (i) license, sublicense, sell, resell, reproduce, transfer, assign, distribute or otherwise commercially exploit or make available to any third party any CivicPlus Property in any way, except as specifically provided in the applicable SOW; (ii) adapt, alter, modify or make derivative works based upon any CivicPlus Property; (iii) create internet "links" to the CivicPlus Property software or "frame" or "mirror" any CivicPlus Property administrative access on any other server or wireless or internet-based device that may allow third party entities, other than Customer, to use the Services; (iv) reverse engineer, decompile, disassemble or otherwise attempt to obtain the software source code to all or any portion of the Services; (v) make any attempt to gain unauthorized access to the Services and/or any of CivicPlus' systems or networks; or (vi) access any CivicPlus Property in order to: (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of any CivicPlus Property, or (c) copy any ideas, features, functions or graphics of any CivicPlus Property. The CivicPlus name, the CivicPlus logo, and the product and module names associated with any CivicPlus Property are trademarks of CivicPlus, and no right or license is granted to use them outside of the licenses set forth in this Agreement.

11. Provided Customer complies with the terms and conditions herein, the relevant SOW, and license restrictions set forth in §10, CivicPlus hereby grants Customer a limited, nontransferable, nonexclusive, non-assignable license to access and use the CivicPlus Property associated with any valid and effective SOW, for the term of the respective SOW. The license set forth herein, shall only apply to the extent that Customer is using the Services for legitimate business use as intended by the purpose of the Services and not for the purpose of comparing the Services to a competitor or similar product of CivicPlus. Customer hereby warrants and affirms its purpose in accessing or otherwise using the Services is for their intended purpose only and understands and agrees that any other use shall be considered fraud.

12. All CivicPlus helpful information and user's guides for the Services ("Documentation") are maintained and updated electronically by CivicPlus and can be accessed through the CivicPlus "Help Center". CivicPlus does not provide paper copies of its Documentation. Customer and its Users are granted a limited license to access Documentation as needed. Customer shall not copy, download, distribute, or make derivatives of the Documentation.

13. Customer acknowledges that CivicPlus may continually develop, alter, deliver, and provide to the Customer ongoing innovation to the Services, in the form of new features and functionalities. CivicPlus reserves the right to modify the Services from time to time. Any modifications or improvements to the Services listed on the SOW will be provided to the

Customer at no additional charge. In the event that CivicPlus creates new products or significant enhancements to the Services (“New Services”), and Customer desires these New Services, then Customer will have to pay CivicPlus the appropriate fee for the access to and use of the New Services. CivicPlus shall use its reasonable best efforts to provide workarounds in the event any modification to the Services causes Customer to lose substantial functionality of the Services.

14. CivicPlus in its sole discretion, may utilize all comments and suggestions, whether written or oral, furnished by Customer to CivicPlus in connection with its access to and use of the Services (all reports, comments and suggestions provided by Customer hereunder constitute, collectively, the “Feedback”). Customer hereby grants to CivicPlus a worldwide, non-exclusive, irrevocable, perpetual, royalty-free right and license to incorporate the Feedback in the CivicPlus products and services.

Indemnification

15. CivicPlus will defend at its expense or settle any third-party claim against Customer alleging that the Services provided under this Agreement infringe intellectual property rights. CivicPlus will pay infringement claim defense costs, CivicPlus–negotiated settlement amounts, and damages finally awarded by a court. CivicPlus has no obligation for any claim of infringement arising from Customer's use of the Services for purposes not contemplated by this Agreement. CivicPlus's indemnification obligations under this Section 15 are conditioned upon the Customer (i) promptly notifying the CivicPlus of any claim in writing; (ii) cooperating with CivicPlus in the defense of the claim; and (iii) granting CivicPlus sole control of the defense or settlement of the claim. The indemnification obligations of CivicPlus herein shall not apply to any claims of intellectual property infringement related to Customer Content.

Responsibilities of the Parties

16. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier, licensor or other third-party service provider whose facilities or services are used in furnishing any portion of the Service received by the Customer.

17. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Customer or any entity employed/contracted on the Customer's behalf. During Project Development, Customer will be responsive and cooperative with CivicPlus to ensure the Project Development is completed in a timely manner.

18. Customer agrees that it is solely responsible for the end-user's personal data that Customer decides to solicit, collect, store, or otherwise use in connection with any Service provided by CivicPlus. Customer understands and agrees that CivicPlus provides certain solutions with increased security measures for the solicitation and storage of any sensitive data, and it is Customer's responsibility to determine whether the data it solicits and collects should be stored in such solutions. Customer understands and agrees that CivicPlus does not have knowledge or control over what type of data Customer solicits therefore CivicPlus has no responsibility for the use or storage of end-users' personal data in connection with the Services or the consequences of the solicitation, collection, storage, or other use by Customer or by any third party of any personal data. Customer has the sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted and stored by CivicPlus. Customer shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party's intellectual property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.

19. Customer is responsible for all activity that occurs under Customer's accounts by or on behalf of Customer. Customer agrees to (a) be solely responsible for all designated and authorized individuals chosen by Customer (“User”) activity,

which must be in accordance with this Agreement and the CivicPlus Terms of Use; (b) be solely responsible for Customer Data; (c) obtain and maintain during the term all necessary consents, agreements and approvals from end-users, individuals or any other third parties for all actual or intended uses of information, data or other content Customer will use in connection with the Services; (d) use commercially reasonable efforts to prevent unauthorized access to, or use of, any User's log-in information and the Services, and notify CivicPlus promptly of any known unauthorized access or use of the foregoing; (e) use commercially reasonable efforts to prevent unauthorized access to or use of the Services and CivicPlus Property and shall promptly notify CivicPlus of any unauthorized access or use of the Services and/or CivicPlus Property and any loss or theft or unauthorized use of any User's password or username and/or personal information; and (f) use the Services only in accordance with applicable laws and regulations.

20. The Parties shall comply with all applicable local, state, and federal laws, treaties, regulations, and conventions in connection with its use and provision of any of the Services or CivicPlus Property.

21. CivicPlus shall not be responsible for any act or omission of any third-party vendor or service provider that Customer has selected to integrate any of its Services with.

22. Customer understands that CivicPlus must fastidiously allocate resources across all of its customers and specifically reserves necessary resources for Customer's Project Development. If any professional services, such as consulting or training, purchased by Customer are not used during the Project Development phase solely due to the inaction or unresponsiveness of Customer, then these services shall expire 30 days after completion of Project Development. The Customer may re-schedule any unused professional services during this 30-day period as mutually agreed upon by the Parties. Any professional services that have not been used or rescheduled shall be marked as complete and closed upon the expiration of the 30-day period.

Data Security

23. CivicPlus shall, at all times, comply with the terms and conditions of its [Privacy Policy](#). CivicPlus will maintain commercially reasonable administrative, physical, and technical safeguards designed to protect the security and confidentiality of Customer Data. CivicPlus will not modify Customer Data or disclose Customer Data, except (a) in order to provide the Services; (b) to prevent or address service or technical problems in connection with support matters; (c) as specifically directed or expressly permitted in writing by Customer, (d) in compliance with our [Privacy Policy](#); or (f) if compelled by law. Notwithstanding the foregoing, CivicPlus reserves the right to delete, suspend, or block known malicious accounts without Customer authorization. Customer understands that CivicPlus has no obligation to provide the Services or maintain the Customer Data, information or other material if Customer's accounts are past due and unpaid as set forth in this Agreement.

24. Customer acknowledges and agrees that CivicPlus utilizes third-party service providers to host and provide the Services and store Customer Data and the protection of such data will be in accordance with such third party's safeguards for the protection and the security and confidentiality of Customer's Data. Notwithstanding anything to the contrary, CivicPlus shall have the right to collect and analyze data and other information relating to the provision, use and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning Customer Data and data derived therefrom), and CivicPlus will be free (during and after the term hereof) to use such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other CivicPlus offerings.

25. CivicPlus may offer Customer the ability to use third-party applications in combination with the Services. Any such third-party application will be subject to acceptance by Customer. In connection with any such third-party application agreed to by Customer, Customer acknowledges and agrees that CivicPlus may allow the third-party providers access to Customer Data as required for the interoperation of such third-party application with the Services. The use of a third-party

application with the Services may also require Customer to agree to a separate agreement or terms and conditions with the provider of the third-party application, which will govern Customer's use of such third-party application.

26. In the event of a security breach due to the sole negligence, malicious actions, omissions, or misconduct of CivicPlus, CivicPlus, as the data custodian, will comply with all remediation efforts as required by applicable federal and state law.

CivicPlus Support

27. CivicPlus will use commercially reasonable efforts to perform the Services in a manner consistent with applicable industry standards, including maintaining Services availability 24 hours a day, 7 days a week with 99.9% uptime. Customer will have 24/7 access to the online CivicPlus Help Center ([civicplus.help](https://www.civicplus.help/hc/en-us/requests/new)) to review use articles, software best practices, receive maintenance release notes, as well as submit and monitor omni-channel support tickets and access solution specific support contact methods (<https://www.civicplus.help/hc/en-us/requests/new>).

28. CivicPlus provides live support engineers based in the domestic United States to respond to basic questions concerning use and configuration, to diagnose software code-related errors, and proactively identify potential systems issues. CivicPlus support engineers serve a preliminary function in the agile development process and escalate defects to software developers or architects for remediation. For security purposes, CivicPlus support engineers are not permitted to modify user accounts, and permissions nor distribute access outside of accounts established by means of a support interaction for testing. Customer delegated Users may receive tutorials and guidance on account modifications but will perform the action themselves.

29. CivicPlus support hours span between the hours of 7 am to 7 pm CST, but may vary by product. Customer may access the CivicPlus Help Center ([civicplus.help](https://www.civicplus.help)) to obtain each product's support hours. After hours support is available by toll-free phone call only. Non-emergency support requested outside of support hours will be subject to additional fees, such fees will be quoted to Customer at the time of the request and will be subject to Customer acceptance and invoiced the next business day following the non-emergency support. CivicPlus shall have the sole discretion to determine in good faith whether support requests qualify as an emergency, exceed reasonable use or are outside the scope of services outlined in any SOW.

30. If a reported problem cannot be solved during the first support interaction, Customer will be provided a ticket number that will be used as communication method throughout ticket escalation until a solution is provided. Support service does not include support for errors caused by third party products or applications for which CivicPlus is not responsible.

Marketing

31. Customer hereby authorizes CivicPlus to include CivicPlus's name and logo inconspicuously within the Customer's instance of the Services. Customer may publicly refer to itself as a customer of the CivicPlus Services, including on Customer's website and in sales presentations. Notwithstanding the foregoing, each Party hereby grants the other a limited, worldwide, license to use the other's logo in conformance with such Party's trademark usage guidelines and solely for the purposes of providing the Services. In no event will either Party issue a press release publicly announcing this relationship without the approval of the other Party, such approval not to be unreasonably withheld.

Limitation of Liability

32. CivicPlus' liability arising out of or related to this Agreement, or any associated SOW, will not exceed the amounts paid by Customer for the Annual Recurring Services in the year prior to such claim of liability.

33. In no event will CivicPlus be liable to Customer for any consequential, indirect, special, incidental, or punitive damages arising out of or related to this Agreement.

34. The liabilities limited by Section 32 and 33 apply: (a) to liability for negligence; (b) regardless of the form of action, whether in contract, tort, strict product liability, or otherwise; (c) even if Customer is advised in advance of the possibility of the damages in question and even if such damages were foreseeable; and (d) even if Customer's remedies fail of their essential purposes. If applicable law limits the application of the provisions of this Limitation of Liability section, CivicPlus' liability will be limited to the maximum extent permissible.

Warranties and Disclaimer

35. Each person signing the SOW, or otherwise agreeing to the terms of this Agreement, represents and warrants that he or she is duly authorized and has legal capacity to execute and bind the respective Party to the terms and conditions of the SOW and this Agreement. Each Party represents and warrants to the other that the execution and delivery of the SOW and the performance of such Party's obligations thereunder have been duly authorized and that this Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms. Customer represents and warrants that Customer has not provided any false information to gain access to the Service and that Customer's billing information provided on the Contact Sheet is correct; and it has all necessary rights in the Customer Content to permit Customer's use of the Service and to grant the licenses contained in this Agreement without infringing the intellectual property or other rights of any third parties, violating any applicable laws, or violating the terms of any license or agreement to which it is bound.

36. CivicPlus warrants that the Services will perform substantially in accordance with documentation and marketing proposals, and free of any material defect. CivicPlus warrants to the Customer that, upon notice given to CivicPlus of any defect in design or fault or improper workmanship, CivicPlus will remedy any such defect. CivicPlus makes no warranty regarding, and will have no responsibility for, any claim arising out of: (i) a modification of the Services made by anyone other than CivicPlus, even in a situation where CivicPlus approves of such modification in writing; or (ii) use of the Services in combination with a third-party service, web hosting service, or server not authorized by CivicPlus.

37. The Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by CivicPlus or by third-party providers, or because of other causes beyond CivicPlus's reasonable control, but CivicPlus shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption. HOWEVER, SERVICE PROVIDER DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES. EXCEPT FOR THE EXPRESS WARRANTIES IN THIS AGREEMENT, THE SERVICES ARE PROVIDED "AS IS" AND CIVICPLUS HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ARISING FROM A PRIOR COURSE OF DEALING.

38. EACH PROVISION OF THIS AGREEMENT THAT PROVIDES FOR A LIMITATION OF LIABILITY, DISCLAIMER OF WARRANTIES, OR EXCLUSION OF DAMAGES IS TO ALLOCATE THE RISKS OF THIS AGREEMENT BETWEEN THE PARTIES. THIS ALLOCATION IS REFLECTED IN THE PRICING OFFERED BY CIVICPLUS TO CUSTOMER AND IS AN ESSENTIAL ELEMENT OF THE BASIS OF THE BARGAIN BETWEEN

THE PARTIES. EACH OF THESE PROVISIONS IS SEVERABLE AND INDEPENDENT OF ALL OTHER PROVISIONS OF THIS AGREEMENT.

Force Majeure

39. No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, pandemic, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civil disturbance, riot, war, national emergency, act of public enemy, internet service provider failure or delay, third party application failure, denial of service attack, or other cause of similar or dissimilar nature beyond its control.

Taxes

40. The amounts owed for the Services exclude, and Customer will be responsible for, all sales, use, excise, withholding and any other similar taxes, duties and charges of any kind imposed by any federal, state or local governmental entity in connection with the Services (excluding taxes based solely on CivicPlus's income). If the Customer is tax-exempt, the Customer must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and the fees owed by Customer under this Agreement will not be taxed. If such exemption certificate is challenged or held invalid by a taxing authority then Customer agrees to pay for all resulting fines, penalties and expenses.

Other Documents

41. This Agreement, including all exhibits, amendments, and addenda hereto and all SOWs, constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement or any SOW will be effective unless in writing and signed by each Party. However, to the extent of any conflict or inconsistency between the provision in the body of this Agreement and any exhibit, amendment, or addenda hereto or any SOW, the terms of such exhibit, amendment, addenda or SOW will prevail. Notwithstanding any language to the contrary therein, no terms or conditions stated in a Customer purchase order or other order documentation (excluding SOWs) will be incorporated into or form any part of this Agreement, all such terms or conditions will be null and void, unless such term is to refer and agree to this Agreement.

Interlocal Purchasing Consent/ Cooperative Purchasing

42. With the prior approval of CivicPlus, which may be withheld for any or no reason within CivicPlus's sole discretion, this Agreement and any SOW may be extended to any public entity in Customer's home-state to purchase at the SOW prices and specifications in accordance with the terms stated herein.

43. To the extent permitted by law, the terms of this Agreement and set forth in one or more SOW(s) may be extended for use by other local government entities upon execution of a separate agreement, SOW, or other duly signed writing by and between CivicPlus and such entity, setting forth all of the terms and conditions for such use, including applicable fees and billing terms.

Miscellaneous Provisions

44. The invalidity or unenforceability, in whole or in part, of any provision of this Agreement shall not void, affect the validity or enforceability of any other provision of this Agreement.
45. The Parties negotiated this Agreement with the opportunity to receive the aid of counsel and, accordingly, intend this Agreement to be construed fairly, according to its terms, in plain English, without constructive presumptions against the drafting Party. The headings of Sections of this Agreement are for convenience and are not to be used in interpreting this Agreement. As used in this Agreement, the word “including” means “including but not limited to.”
46. The Parties will use reasonable, good faith efforts to resolve any dispute between them in good faith prior to initiating legal action.
47. This Agreement and any SOW, to the extent signed and delivered by means of a facsimile machine or electronic mail, shall be treated in all manner and respects as an original agreement or instrument and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person. The Parties agree that an electronic signature is the legal equivalent of its manual signature on this Agreement and any SOW. The Parties agree that no certification authority or other third party verification is necessary to validate its electronic signature and that the lack of such certification of third party verification will not in any way affect the enforceability of the Parties’ electronic signature or any resulting agreement between CivicPlus and Customer.
48. Due to the rapidly changing nature of software as a service and digital communications, CivicPlus may unilaterally update this Agreement from time to time. In the event CivicPlus believes such change is a material alteration of the terms herein, CivicPlus will provide Customer with written notice describing such change via email or through its website. Customer’s continued use of the Services following such updates constitutes Customer’s acceptance of the same. In the event Customer rejects the update to the terms herein, Customer must notify CivicPlus of its objection within ten (10) days receipt of notice of such update.

**VILLAGE OF WILLIAMS BAY
ORDINANCE NO. R-77-25**

**A RESOLUTION AUTHORIZING THE DISPOSAL OF CERTAIN SURPLUS PERSONAL PROPERTY
OWNED BY THE VILLAGE OF WILLIAMS BAY
(Public Works & Recreation Departments)**

WHEREAS, the Village of Williams Bay (the "Village") is the owner of the personal property (**Exhibit A**), and by this reference incorporated herein (the "Property"); and

WHEREAS, the Village desires to sell the Property; and

WHEREAS, pursuant to Wisconsin Statutes Chapter 61.34, the President and Board of Trustees of the Village of Williams Bay find that the Property is no longer necessary or useful to the Village of Williams Bay, and the best interests of the Village of Williams Bay will be served by its sale or disposal;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLIAMS BAY, as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated into and made a part of this Resolution by this reference.

SECTION TWO: Transfer & Disposal of Property. Pursuant to Wisconsin Statutes Chapter 61.34, the President and Board of Trustees of the Village of Williams Bay authorize the sale or disposal of the Property.

SECTION THREE: Authority of the Village Administrator. The Village Administrator is hereby authorized and directed to sell the Property by means of sealed or open bids, auction, or any other lawful means. Upon the sale of the Property, the Village Administrator is authorized and directed to convey and transfer title of the Property to the purchasers. All proceeds from sales will be accounted for the General Fund.

SECTION FOUR: Effective Date. This Resolution shall be in full force and effect upon its passage, approval, and publication in pamphlet form in the manner provided by law.

Approved by the Village Board of the Village of Williams Bay this 15th day of December 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

Exhibit A
Public Works, Recreation & Fire Departments Items

Williams Bay Police Department Items for Disposal

11/20/2025

Item #	Quantity	Manufacture	Condition	Description
5	1	FORD	Used - Poor	2016 Ford Explorer Police Interceptor
6	1	Setina	Used - Fair	Front partition for 2016 Ford Explorer, includes gun lock
7	1	SoundOff	Used - Fair	Lightbar and Controller head Model EPL9000
8	1	Kenwood	Used - Fair	8x NX5400 K2 Portable Radios
9	1	Kenwood	Used - Fair	1x NX5300-K2 Portable Radio
10	2	AlcoSensor	Used	AlcoSensor III Intoximeter
11	1	Raleigh	Used - Fair	Bicycle - former police use.
12	1	CopBox	Used - Fair	CopBox Storage solution - 2016 Explorer

Williams Bay Public Works Department Item for Disposal

Vintage 1930's-1940's? Waukesha power unit - Water Dept

RESOLUTION NO. R-78-25

A RESOLUTION AUTHORIZING EXECUTION OF CLOSING DOCUMENTS

WHEREAS, the Village of Williams Bay, Wisconsin, a municipal corporation, did on November 17, 2025, by Resolution No. R-72-25, authorize an offer to purchase the property located at 121 North Walworth Ave./120 North Elkhorn Rd., Williams Bay, Wisconsin which is described in Exhibit A attached hereto, (the Property) from First National Bank & Trust Company, by approving a Commercial Offer to Purchase drafted on November 17, 2025 and accepted by the Seller on November 20, 2025, for the sum of \$398,000; and

WHEREAS, to finalize the purchase of said property, additional documentation will need to be prepared and will need the signature of a representative of the Village of Williams Bay.

NOW, THEREFORE, it is hereby resolved by the Village Board of the Village of Williams Bay that Village President Adam Jaramiilo or City Administrator David Lothspeich are hereby authorized to sign on behalf of the Village of Williams Bay all documents necessary to carry out the terms of the purchase of the Property by the Village of Williams Bay from First National Bank & Trust Company.

Approved by the Village Board of the Village of Williams Bay this 15th day of December, 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, Village President

Attest: _____
Tina Kolls, Village Clerk

EXHIBIT A

Legal Description

Lot 6 in Block 1 of the Original Plat of the Village of Williams Bay; EXCEPTING THEREFROM the East 33 feet thereof, which has been conveyed to the Village of Williams Bay for highway purposes. Said land being in the Village of Williams Bay, County of Walworth, State of Wisconsin.

AND

Lot 5 and the South 3 feet of Lot 4, all in Block 1 of the Original Plat of the Village of Williams Bay, subject to the rights of the public in any highway or sidewalks. Said land being in the Village of Williams Bay, County of Walworth, State of Wisconsin.

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 10/7/25

☐ Town ☒ Village ☐ City of Williams Bay

County of Walworth

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 2/7/26 and ending 2/7/26 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☒ Lodge/Society CIVIC LEAGUE
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name SHEILA MASON

(b) Address 508 WISWELL DR. Williams Bay Wi.
(Street) ☐ Town ☒ Village ☐ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President	<u>MARY UMANS</u>	<u>525 MORGAN</u>	<u>WMS. BAY</u>	<u>53191</u>
Vice President	<u>MAGGIE ANDLER</u>	<u>2032 DEER RUN</u>	<u>DELA VAN</u>	<u>53115</u>
Secretary	<u>PATTY GROSSO</u>	<u>517 MORGAN</u>	<u>WMS BAY</u>	<u>1</u>
Treasurer	<u>SHARI KNIGHT</u>	<u>104 CIRCLE DR</u>	<u>1</u>	<u>1</u>

(g) Name and address of manager or person in charge of affair: SHEILA MASON

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

- (a) Street number Lions Fieldhouse
- (b) Lot _____ Block _____
- (c) Do premises occupy all or part of building? PART
- (d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: AVAILABLE EVENT SPACE INCLUDING KITCHEN & BATHS.

3. Name of Event

- (a) List name of the event Chili Cook OFF
- (b) Dates of event FEB. 7 2026
SAT.

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

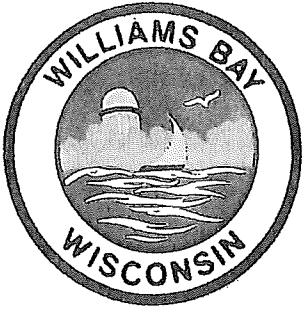
Officer Sheila Mason / 10/7/2025 Wms. Bay Women's Civic League
(Signature / Date) (Name of Organization)

Date Filed with Clerk 10/7/25

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



VILLAGE OF WILLIAMS BAY

OPERATOR'S LICENSE

LICENSE NO: 965

WHEREAS, the local governing body of the Village of Williams Bay, County of Walworth, State of Wisconsin, has upon application duly made, granted and authorized the issuance of an "Operator's License" to:

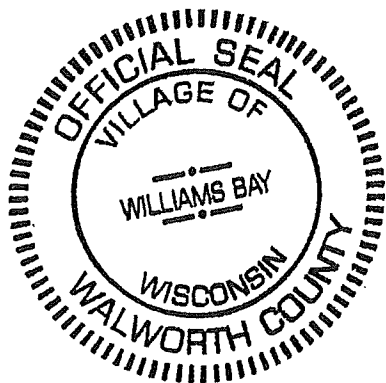
RITA PILARSKI

AND WHEREAS, the said applicant has paid to the Treasurer the sum of \$40.00 as required by the Municipal Ordinances, and has complied with all requirements necessary for obtaining said license;

NOW THEREFORE, An "Operator's License" pursuant to §125.32 (2) and 125.68 (2) of the Wisconsin State Statutes, and local ordinances, is hereby issued to said applicant,

FOR THE PERIOD OF July 7, 2025- June 30, 2027.

Given Under My hand and the Great Seal of the Village of Williams Bay, County of Walworth, State of Wisconsin, this 9th day of July, 2025.





Tina Kolls, Village Clerk



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Johannesen Farrar, Inc. 512 E. Walworth Avenue P.O. Box 347 Delavan WI 53115	CONTACT NAME: Kira Johnson	
	PHONE (A/C, No, Ext): (262) 728-2631 FAX (A/C, No): (262) 728-2312	
	E-MAIL ADDRESS: kiraj@jinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: West Bend Mutual Insurance	15350
INSURED Williams Bay Women's Civic League, Inc PO Box 374 Williams Bay WI 53191-0374	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2025-2026 COI

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY	Y		A286872	07/12/2025	07/12/2026	EACH OCCURRENCE	\$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 1,000,000
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	\$ 1,000,000
	OTHER:							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	☐ ANY AUTO						BODILY INJURY (Per person)	\$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	\$
	☐ DED ☐ RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER ☐	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional insured: Village of Williams Bay

CERTIFICATE HOLDER

CANCELLATION

Village of Williams Bay
P.O. Box 580

Williams Bay

WI 53191

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-76-25**

**A RESOLUTION AUTHORIZING INSURANCE POLICY RENEWALS WITH
LEAGUE OF WISCONSIN MUNICIPALITIES MUTUAL INSURANCE COMPANY (LWMMIC)
AND R&R INSURANCE FOR YEAR 2026**

WHEREAS, the Village is a member of the League of Wisconsin Municipalities Mutual Insurance Company (LWMMIC); and

WHEREAS, LWMMIC and R&R Insurance provided the enclosed proposal for Year 2026; and

WHEREAS, LWMMIC provided the enclosed ("**Proposal**"); and

WHEREAS, the Finance and Personnel Committee determined that it is in the best interests of the Village and its residents to renew insurance through LWMMIC to provide insurance to the Village in accordance with the Proposal; and

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF WILLIAMS BAY, WALWORTH COUNTY, WISCONSIN**, as follows:

SECTION ONE: **Recitals.** The foregoing recitals are incorporated herein as if fully set forth.

SECTION TWO: **Approval; Authorization.** The Proposal submitted by League of Wisconsin Municipalities Mutual Insurance Company (LWMMIC) is hereby authorized in substantially the form attached hereto as Exhibit A. The Village President and Village Clerk are hereby authorized and directed to execute and attest, respectively, the Proposal in its final form on behalf of the Village.

SECTION THREE: **Effective Date.** This Resolution shall be in full force and effect upon its passage and approval in the manner provided by law.

Approved by the Village Board of the Village of Williams Bay this 15th day of December 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

EXHIBIT A
League of Wisconsin Municipalities Mutual Insurance Company Proposal
(LWMMIC and R&R Insurance)

Village of Williams Bay Proposal

1/1/2026 – 1/1/2027

The LWMMI



**Protection for League Members and the
communities they call home.
That is our business and we do it well**

Created in 1984 and governed by a board of your peers, League Insurance insures more than 500 cities, villages and special districts. We are 100% member owned and our financial security, broad coverages and customized services are specifically designed to serve Wisconsin municipalities.

- 1 Premium Comparison
- 2 Proposal
- 3 Property
- 4 Cyber
- 5 Premier Services

Insured Name: Village of Williams Bay		Premium Comparison			
Nancy Wuenne/ Ashley Pettit					
Effective: 1/1/2026					
Company	Prior Year	Current Year - By Companies Quoting			
	<u>LWMMI</u>	<u>LWMMI</u>			
Year	2025	2026	Difference		
Coverages					
General Liability	\$8,706.00	\$8,759.00	\$53.00	0.6%	
Police Prof Liability	\$7,532.00	\$9,394.00	\$1,862.00	24.7%	
Public Officials Liability	\$12,593.00	\$12,453.00	-\$140.00	-1.1%	
Auto Liability	\$9,727.00	\$9,911.00	\$184.00	1.9%	
Auto Physical Damage	\$14,173.00	\$14,805.00	\$632.00	4.5%	
Crime	\$635.00	\$635.00	\$0.00	0.0%	
Cyber	\$3,988.00	\$4,838.00	\$850.00	21.3%	
Package Total	\$57,354.00	\$60,795.00	\$3,441.00	6.0%	
Property	\$25,245.00 MPIC	\$33,253.00 MPIC	\$8,008.00	31.7%	
Other Coverages Subtotal	\$25,245.00	\$33,253.00	\$8,008.00	31.7%	
Workers Compensation	\$39,704.00	\$40,549.00	\$845.00	2.1%	
Estimated Premium	\$122,303.00	\$134,597.00	\$12,294.00	10.1%	
Exposure changes					
	<u>2025</u>	<u>2026</u>	<u>Difference</u>		
Package Changes					
Total Payroll	\$1,932,840	\$2,153,584	220,744	11.4%	
# of Full Time Police Officers	9	11	2	22.2%	
Number of Vehicle	33	33	0	0.0%	
Population	2,953	2,953	0	0.0%	
APD - Total Value Covered	\$3,229,231	\$3,279,231	50,000	1.5%	
APD- Total Number of Vehicles	32	32	0	0.0%	
Number of Employees	37.75	37.75	0	0.0%	

Insured Name: Village of Williams Bay		Workers' Compensation Comparison									
Effective: 1/1/2026											
Code	Classification	2025 Payroll Exposure	2025 Rate	2025 Premium	2026 Payroll Exposure	2026 Rate	2026 Premium	Exposure Difference	Rate Difference	% Rate Difference	Premium Difference
7520	Waterworks Operation	109,950	2.83	3,112	113,250	2.59	2,933	3,300	-0.24	-8.5%	(179)
7709	Fire Department - Volunteer <i>Flat Charge based on Population</i>	2,953		1,813	1,870		1,392				(421)
7720	Police Officers	716,800	2.32	16,630	912,967	2.14	19,537	196,167	-0.18	-7.8%	2,907
8810	Clerical Office	634,877	0.16	1,016	653,925	0.16	1,046	19,048	0.00	0.0%	30
9414	Village Operations	458,300	3.57	16,361	472,050	3.39	16,002	13,750	-0.18	-5.0%	(359)
Totals		1,922,880		38,932	2,154,062		40,910	232,265			1,978
Experience Mod			1.09	3,504		1.06	2,455		-0.03		(1,049)
Premium Discount			7.00%	(2,952)		7.00%	(3,036)		0.00%		(84)
Expense Constant				220			220				0
Terrorism Coverage			0.00	0		0.00	0				0
Total Premium				\$39,704			\$40,549				\$845

Insured Name: Village of Williams Bay		Property Comparison			
Effective: 1/1/2026					
		Prior Year MPIC 2025	Current Year MPIC 2026	Difference	
Building, BPP, PITO					
Premium		\$20,503.00	\$27,653.00	\$7,150.00	35%
Coverage Limit		28,525,467	38,345,900	\$9,820,433.00	34%
Rate		\$0.0719	\$0.0721	\$0.00	0%
Deductible		\$5,000.00	\$5,000.00	\$0.00	0%
Coverage Limit		997,080	953,300	-\$43,780.00	-4%
Rate		\$0.22	\$0.22	\$0.00	0%
Deductible		\$1,000.00	\$1,000.00	\$0.00	0%
Contractor's Equipment under \$25K					
No Charge		\$0.00	\$0.00	\$0.00	0%
Coverage Limit		184,984	248,000	\$63,016.00	34%
Deductible		\$1,000.00	\$1,000.00	\$0.00	0%
Business Income					
Premium		\$360.00	\$360.00	\$0.00	0%
Coverage Limit		1,000,000	1,000,000	\$0.00	0%
Rate		\$0.036	\$0.036	\$0.00	0%
Deductible		\$1,000.00	\$1,000.00	\$0.00	0%
Equipment Breakdown					
Premium		\$2,188.00	\$3,125.00	\$937.00	43%
Coverage Limit		27,311,267	38,345,900	\$11,034,633.00	40%
Rate		\$0.008	\$0.0081	\$0.00	2%
Deductible		\$5,000.00	\$5,000.00	\$0.00	0%
Property Total		\$25,245.00	\$33,235.00	\$7,990.00	32%
2025 PITO Limit and Premium includes the addition of the Conservancy Boardwalks/Bridges via endorsement effective 3/4/2025					
Optional Coverages					
Coverage Type	Pier and Wharf	Utility Meters			
Limit	\$2,421,500	\$794,400			
Deductible	\$5000/ 10%	\$1,000			
Coverage Annual Premium	\$16,443	\$250			



Proposal

COVERAGE PROVIDED FOR:

- Elected/Appointed Officials
- Commissions
- Departments
- Employees
- Mutual Aid Assistance
- Volunteers

COMPREHENSIVE COVERAGE INCLUDES:

- Auto Liability
- Auto Physical Damage
- Crime Liability
- Cyber Liability
- Employee Benefits Liability
- Employment Practices Liability
- General Liability
- Law Enforcement
- Public Officials & Employment Practice Liability
- Self-Insured Retention Workers' Compensation
- Workers' Compensation

ADDITIONAL COVERAGE ENHANCEMENTS

Liability:

- Airports
- Back Wages in Employment Claims
- Breach of Contract
- Care, Custody, & Control
- Communicable Disease
- Contractual Liability
- Cyber
- Damages to Rented Premises
- Dams
- Defense Costs in Addition to Limit
- Discrimination
- Drones
- EEOC actions
- Failure to Supply
- Land Use, Permits, & Zoning Claims
- Medical Payments
- No Fault Sewer Backup Optional Coverage
- Non-monetary Claims
- Occurrence Based
- Pollution
- Sexual Harassment/Abuse Coverage
- Special Events Included
- Tax Assessment Claims
- Volunteers
- Watercraft
- Wrongful Termination

Auto:

- Automatic New Auto Coverage
- Autos of Others in Your Care, Custody, or Control
- Commandeered Autos
- Hired Auto Physical Damage
- Hired/Non-owned
- Lease Gap
- Personal Auto Physical Damage Deductible Reimbursement
- Temporary Transportation Expense
- Towing Expense
- Uninsured/Underinsured

HUMAN RESOURCES ASSISTANCE

League Insurance has partnered with *Stafford Rosenbaum LLP* to provide the following human resources services:

- HR Hotline – phone assistance with HR-related issues.
- Talent Management – support with recruitment, hiring, background screening, onboarding, performance management, coaching, feedback, disciplinary counseling, termination management, and organizational and staff development.
- Employment Law Compliance – WI and Federal Fair Employment, wage & hour, safety, FMLA, I-9 Employment Verification, and more.
- Documents – development/review of job descriptions, **handbooks, policies, procedures**, and forms customized for the municipality.
- Compliance and HR practices assessments and development of remedial plans.
- Workplace Training – related to compliance and HR-related topics for supervisors and/or employees.
- Workplace investigations.
- Sample handbooks, toolkits addressing various HR subjects and best practices, and online harassment and discrimination training webinars.

EMPLOYEE SAFETY & RISK MANAGEMENT

With loss control resources provided by United Heartland, we can analyze loss trends and municipal operations to **customize a safety program for your community**. Included are comprehensive safety manuals, job site analysis, newsletters, webinars, and information on many topics including:

- | | |
|---|---|
| • Confined Space | • Power Platforms/Aerial Lifts |
| • Excavating/Trenching | • Respiratory Protection |
| • Hearing Conservation | • Rigging/Slings/Hoists |
| • Ladder Safety/Fall Protection | • Tools – Hand Tools/Power Tools |
| • Lawn Care/Mowers/Trimming/Landscaping | • Tree Trimming/Chainsaw & Chipper Safety |
| • Lockout Tagout/Electrical Arc Flash | • Water Hazards – Pools, Ponds, Lakes |
| • Motor Vehicle & Construction Equipment Safety | • Welding, Cutting, or Brazing |
| • Outside Contractor Qualification | • Work Zone Safety/Traffic Control |

LEAGUE INSURANCE UNIVERSITY

League Insurance has partnered with *Lexipol* to provide self-paced online courses *written specifically* for local government and public safety professionals. Courses are available on demand from any computer or mobile device with internet access, 24/7.

- League Insurance University offers all employees access to over **200 online training topics** including HR & Management, Safety, Public Works, Law Enforcement, and much more.
- For Water and Wastewater, League Insurance University courses can be used to fulfill annual training hours requirements. Wastewater professionals will simply need to submit their certificate of course completion directly to the DNR for training approval.
- For law enforcement, League Insurance Police University can be used to fulfill 8 of the 24 hours of annual training requirements with Department level approval.

CYBER UNIVERSITY

League Insurance is partnered with leading cyber insurance provider, *Tokio Marine HCC*. With cyber liability coverage from League Insurance, you have **access to state-of-the-art cyber coverage and resources** including:

- Training courses on many topics including ransomware, phishing emails, network security, and more.
- Sample policies and procedures for best practices and breach response plans.
- Cyber security advisors for technical information and scenario planning.

LAW ENFORCEMENT POLICIES/PROCEDURES ASSISTANCE

League Insurance members are **eligible to receive reimbursement** for updating law enforcement and fire department manuals through an accredited policy manual service provider, as well as reimbursement for law enforcement accreditation.

REBOUND RETURN TO WORK PROGRAM

League Insurance has contracted with *Rebound*, a company which specializes in rehabilitation of injured municipal employees. The program gets your employees seen by top specialists quickly, and with better outcomes. This helps employees recover and saves departments money. Under the *Rebound* program, members are **100% reimbursed** by League Insurance for Rebound expenses incurred.

NURSE TRIAGE & TELEHEALTH

League Insurance is partnered with *CorVel* to provide nurse triage and telehealth services. CorVel's proactive healthcare solution offers injured workers the following medical services:

- Nurse Triage – **24-7 access to registered nurse hotline** to evaluate injuries to determine immediate medical needs.
- Telehealth – Provides immediate referral to medical physicians when needed via computer, tablet, or phone.

LEAGUE INSURANCE

316 W. Washington Avenue
Suite 600
Madison, WI 53703
(608) 833-9595

Matt Becker
Chief Executive Officer
matt@lwmmi.org

Emily Eagon
Director of Training and Member Services
EEagon@lwm-info.org

Craig Sherven
Public Safety Specialist
csherven@lwmmi.org

R & R INSURANCE SERVICES

N14 W23900 Stone Ridge Drive
Waukesha, WI 53188
262-245-2700

Nancy Wuenne
nancy.wuenne@rrins.com
(262) 338-7865
262-245-2700

WORKERS COMPENSATION CLAIMS ADMINISTATOR

United Heartland
PO Box 3026
Milwaukee, WI 53201-3026
(800) 258-2667

Denise Kawczynski
Senior Claims Representative
denise.kawczynski@unitedheartland.com
(262) 787-7646

LIABILITY CLAIMS ADMINISTRATOR

Statewide Services, Inc.
PO Box 5555
Madison, WI 53705
(800) 858-1536

Dan Lowndes
Managing Attorney
dlowndes@statewidesvcs.com
(608) 828-5687



League Insurance Quote Summary

12

Policy Effective Date: 1/1/2026

Proposal Number: 13327

Insured Name: Williams Bay, Village of

Contact Name: David Lothspeich

Contact Phone: 262-245-2700

Contact Email: admin@vi.williamsbay.wi.gov

Agency: R & R Insurance Services

Agent Name: Wuenne, Nancy

Agent Email: nancy.wuenne@rrins.com

Agent Phone: (262) 338-7865

PREMIUM:

	Expiring Policy			Renewal		
	Deductible	Limit	Premium	Deductible	Limit	Premium
General Liability	0	6,000,000	8,706	0	6,000,000	8,759
Police Professional Liability	0	6,000,000	7,532	0	6,000,000	9,394
Public Official Liability	0	6,000,000	12,593	0	6,000,000	12,453
Auto Liability	0	6,000,000	9,727	0	6,000,000	9,911
Auto Physical Damage	N/A	N/A	14,173			14,805
Airport	N/A	N/A	0	N/A	N/A	0
Dam	N/A	N/A	0	N/A	N/A	0
No Fault Sewer						
Railroad	N/A	N/A	0	N/A	N/A	0
UM & UIM Higher Limit	N/A	25,000/50,000	0	N/A	25,000/50,000	0
Crime & Bonds	2,500	250,000	635	2,500	250,000	635
Cyber	2,500	1,000,000	3,988	2,500	1,000,000	4,838
Total Premium			57,354.00			60,795.00

EXPOSURES AND LIMITS:

Base Exposures:	Expiring	Renewal
Total Payroll	1,932,840	2,153,584
Number for FTE Police	9.00	11.00
Number of Vehicles (Auto Liability)	33	33
Population	2,953	2,953
APD – Total Value	3,229,231	3,279,231
APD – Total Number of Vehicles	32	32
Number of Employees	37.75	37.75
Supplemental Exposures:		
UM & UIM limit	\$25K Per Person / \$50k Occurrence	\$25K Per Person / \$50k Occurrence
Cyber Limit	1,000,000	1,000,000
Operating Expenditures (Cyber)	8,035,931	10,074,819
Number of Dams		
Number of Railroads	N/A	N/A
Airport Coverage	No	No
Airport Refueling	N/A	N/A
Population Base for No Fault Sewer Coverage	2,953	2,953

ADDITIONAL INSURED:

Name	Reason
Flex Financial, a division of Stryker Sales, LLC	Power Load Lift

Walworth County Range Facility	13 liability arising out of use or damage to Walworth County and adjacent land owners property during use of range
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Proposed coverages, no coverage has been bound.

League Insurance – Auto Schedule

Municipality: Williams Bay, Village of

Effective Date: 1/1/2026

Expiration Date: 1/1/2027

Auto Liability Deductible: 0

Year	Make	Model	Vehicle Type	VIN #	Dept. (optional)	Zip Code (Garaged at Night)	Parked Inside (i) or Outside (o)	Is Garage Location in a Flood Zone?	APD Total Value	Is APD Coverage Requested?	APD Deductible	APD Coverage Type (Actual Cash Value, Agreed Value or Replacement Cost)
1998	GMC	Step Van	Fire Other	GBHP32R2W3313168	Fire		Inside	No	11,392.00	Yes	\$500	Actual Cash Value
2002	Ford	Horton 450	Fire Other	1FOX45F72HA22515		53191	Inside	No	22,713.87	Yes	\$2,500	Actual Cash Value
2003	Ford	F150	Pickup	2FTRF18W73CA74078		53191	Inside	No	15,500.00	Yes	\$500	Actual Cash Value
2005	Freightliner	Leaf Vac Trk	Dump Truck	1FVACXDC45HV32910		53191	Inside	No	103,000.00	Yes	\$2,500	Actual Cash Value
2005	International	7400	Dump Truck	1HTVVDAA06J218124		53191	Inside	No	90,000.00	Yes	\$500	Actual Cash Value
2006	International	Plow Truck	Dump Truck	1HTWDAA06J401492		53191	Inside	No	95,000.00	Yes	\$500	Actual Cash Value
2006	International	Plow Trk	Dump Truck	1HTWDAA06,1401491.		53191	Inside	No	95,000.00	Yes	\$500	Actual Cash Value
2006	Ford	F550	Fire Other	1FDAWS6P66ED91960		53191	Inside	No	57,928.13	Yes	\$500	Actual Cash Value
2010	Ford	Edge	Pickup	2FM0K4JC2A131346455		53191	Inside	No	48,328.00	Yes	\$500	Actual Cash Value
2010	Chevrolet	Colorado	Pickup	1GCJTCDEXA8131894	No APD - Liability Only	53191	Outside	No	0.00	No		
2011	Ford	350	Pickup	1F1RF3136XEEA22893		53191	Inside	No	23,937.00	Yes	\$500	Actual Cash Value
2011	Chevrolet	Silverado	Pickup	1GCWKPEA08Z323909		53191	Inside	No	20,700.00	Yes	\$500	Actual Cash Value
2012	Ford	350	Pickup	1FD8F3F69CEC12306		53191	Inside	No	35,000.00	Yes	\$500	Actual Cash Value
2012	Pierce	Pumper	Fire Other	4P1CSO1A3CA013068		53191	Inside	No	389,300.58	Yes	\$2,500	Actual Cash Value
2012	International	4300	Dump Truck	1HTMNAAL5CH591002		53191	Inside	No	118,575.00	Yes	\$2,500	Actual Cash Value
2012	International	7400	Dump Truck	1HTVVDAA06J331317		53191	Inside	No	118,575.00	Yes	\$2,500	Actual Cash Value
2014	Ford	interceptor	Police	1FM5K8AR9EGC26009		53191	Inside	No	31,000.00	Yes	\$500	Actual Cash Value
2016	Ford	Interceptor	Police	1FM5K8AR2GGC91643		53191	Inside	No	29,000.00	Yes	\$500	Actual Cash Value
2018	Pierce	Pumper	Fire Other	4P1BAAFF1JA019201		53191	Inside	No	582,578.49	Yes	\$2,500	Replacement Cost
2019	Chevrolet	Silverado	Pickup	1GCUYAEF9KZ331624		53191	Inside	No	29,032.00	Yes	\$500	Actual Cash Value
2019	Ford	F150	Pickup	1FTMF1E56KKCO5534		53191	Inside	No	20,361.00	Yes	\$500	Actual Cash Value
2019	Ford	F150	Pickup	1FTEW1EP2KFB93672		53191	Inside	No	37,995.00	Yes	\$500	Actual Cash Value
2020	Ford	F-350	Pickup	1FTRF3B6XLEE08294		53191	Outside	No	27,168.00	Yes	\$500	Actual Cash Value
2020	Chevrolet	Tahoe	Pickup	1GNSKDEC8LR278245	Police	53191	Outside	No	37,466.00	Yes	\$500	Actual Cash Value
2020	International	Leaf Vac Truck	Dump Truck	3HBADTAR8LL424246		53191	Inside	No	180,000.00	Yes	\$2,500	Replacement Cost

2020	Freightline	Dump Truck	Dump Truck	3ALACYFE7LDMH6741		53191	Inside	No	180,000.00	Yes	\$2,500	Replacement Cost
2021	International	CV515	Dump Truck	1HTKTSWMOMH319284			Inside	No	114,498.00	Yes	\$2,500	Replacement Cost
2022	Chevrolet	G4500	Rescue	1HA6GUC7XNN011955		53191	Inside	No	216,262.00	Yes	\$2,500	Replacement Cost
2023	Chevrolet	Tahoe	Police	1GNSKLED2PR496965		53191	Inside	No	85,000.00	Yes	\$500	Replacement Cost
2023	Chevrolet	Tahoe	Police	1GNSKLED7PR473004		53191	Inside	No	85,000.00	Yes	\$500	Replacement Cost
2023	Chevrolet	Tahoe	Pickup	1GNSKLED7PR398191					43,187.00	Yes	\$500	Replacement Cost
2025	Chevrolet	Tahoe	Police	1GNS6UED0SR293530	Police	53191	Inside	No	80,000.00	Yes	\$500	Replacement Cost
2025	International	HV507	Dump Truck	3HAEDTAR8SL626390		53191	Inside	No	255,734.00	Yes	\$500	Replacement Cost

Number of Vehicles with Auto Liability: 33

APD Total Value: \$3,279,231

Number of Vehicles with APD: 32

(1) "APD Value" is determined by Original Cost New (OCN – retail cost the original purchaser paid for the vehicle) or by Appraisal Value for certain older Fire/Rescue vehicles. Insured value may differ from "APD Value" based on coverage type selected.

(2) APD Coverage Type is determined by underwriting and is based on the vehicle age and value.

* Trailers do not impact auto liability premiums.



Workers Compensation

Employers Liability & Increased Limits

Coverage	Each Accident	Disease Policy	Disease Employee
WC & Employer's liability	\$100,000	\$500,000	\$100,000

Worker's Comp Rating Basis

Workers Compensation Insurance Quotation

Classification	Code #	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 Of Remuneration	Estimated Annual Premium
Period 01/01/2026 - 01/01/2027				
Wisconsin				
WATERWORKS OPERATION & D	7520	113,250	2.59	2,933
FIRE DEPARTMENT - VOLUNTEER	7709	1,870	0.00	1,392
POLICE OFFICERS & DRIVERS	7720	912,967	2.14	19,537
CLERICAL OFFICE EMPLOYEES NOC	8810	653,925	0.16	1,046
MUNICIPAL OPERATIONS - MISCELLANEOUS - VILLAGE	9414	472,050	3.39	16,002
Total Manual Premium				40,910
Experience Modification	9898	40,910	1.060	2,455
Total Modified Premium				43,365
Total Standard Premium				43,365
Premium Discount	0063	43,365	7.0%	(3,036)
Expense Constant	0900			220
Terrorism		2,154,062		0
Catastrophe (other than Certified Acts of Terrorism)		2,154,062		0
Total Estimated Annual Premium				40,549

The exposures shown above are subject to audit and may result in an additional or return premium depending on your actual exposures for the policy term. The audit could also result in additional classifications not shown in this proposal.



Property



Does your law enforcement or emergency services personnel use drones? Do they understand how to maximize the capabilities of these devices and the associated technology, effectively and safely?

In partnership with Northeast Wisconsin Technical College, MPIC is offering drone training courses. These courses are designed for operators who are already FAA Section 107 Certified or have received an FAA Certificate of Waiver (COA) from entities that already have drone equipment.

COURSE OUTLINE:

- ▶ Interior Operations and Building Evaluation and Clearing
- ▶ Exterior Operations and Search and Rescue

No tuition fee for MPIC insured drone operators.

Class hours are accredited for ACADIS 24 hours of mandatory training.



▶ Register here
for drone classes

For additional information, contact:

Blair at brogacki@mpicwi.com or

Rob at rob.hock@nwtc.edu



PIER AND WHARF ENDORSEMENT



MEETING YOUR NEEDS

Piers and wharves are a major exposure base that is often overlooked and inadequately valued. MPIC is dedicated to providing comprehensive coverage and unique products to fulfill our policyholders' needs.

COMMON EXPOSURES

Common pier and wharf exposures include the following:

- ✓ Piers
- ✓ Docks
- ✓ Wharves
- ✓ Boardwalks
- ✓ Slips

EXCLUSIONS ELIMINATED

While the MPIC policy provides standard peril coverage for pier and wharf exposures, there are particular exclusions that directly apply to this type of property under the policy form. In order to bridge this potential gap in coverage, MPIC offers the Pier and Wharf endorsement which eliminates the following exclusions:

- ✓ **IMPACT** of watercraft
- ✓ **PRESSURE OR WEIGHT** of snow, ice, and rain – whether wind-driven or not
- ✓ **WAVE** activity

VERSIONS OF ENDORSEMENT

MPIC provides two versions of the Pier and Wharf endorsement:

- ✓ **MPIC 203(0918) Pier and Wharf Replacement Coverage:**
This endorsement provides full replacement cost for all scheduled pier and wharf exposures.
- ✓ **MPIC 204(0918) Pier and Wharf Limited Coverage:**
This endorsement limits the per occurrence amount to \$250,000 for scheduled pier and wharf exposures. A variety of deductible options are available under these endorsements.

WORK WITH YOUR AGENT

MPIC encourages our policyholders to work with their agent to review their PITO schedules, verifying all owned property is fully reported and accurately valued. Reporting new assets can be accomplished by using the online Asset Management System (AMS) or by informing MPIC directly by emailing us at policy@mpicwi.com.



Municipal Property Insurance Company
 9701 Brader Way, Suite 301
 Middleton, WI 53562
 Telephone: (608) 821-6303
www.mpicwi.com

MPIC-001 – Primary Coverage Form

Coverage Enhancements for 1/1/24

- Increase Ordinance and Law sublimit to \$10MM limit. **Currently \$5MM**
- Offer Fiber Optics Endorsement that expands coverage territory to the legal boundaries of the insured entity. – **Currently limited to within 1,000' of an insured building. Expansion of coverage territory would incur a minimal premium charge and provide a stated sub-limit.**

Entity	\$250,000	\$500,000
County	\$500	\$750
City	\$500	\$750
Village	\$250	\$500
Towns	\$250	\$500
Special Districts	\$250	\$500
Water, Sewer, and Electric Utilities	\$500	\$750
Housing Authorities	\$250	\$500
Educational Facilities K-12	\$500	\$750
Educational Facilities Other	\$500	\$750
Universities	\$750	\$1,000
Technical Colleges	\$750	\$1,000
Tribal Governments	\$250	\$500

- Increase the sub-limit for Service dogs and Horses to \$50,000 per occurrence. – **Currently \$25,000 per occurrence**
- Increase Architect Fees sub-limit to \$250,000 – **Currently \$100,000**
- Increase Foundations and Footings coverage to \$250,000 – **Currently \$100,000**
- Include full coverage for Fire Department Response coverage. – **Currently limited to \$25,000 per responding department**

SERVICE HIGHLIGHTS



FINANCIAL STRENGTH

MPIC has a \$500 million reinsurance program in place to provide the security needed for large or catastrophic losses. All reinsurance companies are rated "A" or better by A.M. Best with a combined surplus of \$7 billion. Lloyds of London syndicates also provide additional support and financial security. Our partnerships with financially strong reinsurers provide significant assets supporting MPIC's promise to pay.



APPRAISAL SERVICES

MPIC has partnered with AAE Consulting to provide a comprehensive appraisal to each insured. This includes on-site evaluations of all buildings greater than utility buildings and all other buildings valued more than \$250,000. These appraisals are provided on a rolling five-year cycle, at no additional cost to the insured. Our appraisal program also provides valuations for contractor equipment greater than \$20,000 and the development of an inflation factor to ensure your values remain accurate.



POLICY/CLAIM SERVICES

MPIC has as staff of underwriting and claims personnel that are specifically dedicated to working with MPIC insureds and agents. These individuals are strategically located throughout the state to rapidly address the service requirements of insureds.



AGENT SERVICES

The needs of municipalities and counties are different than commercial companies. That is why MPIC has appointed agents who specialize in servicing LWMMI, CVMIC, and WMMIC members. Your needs come first.

MPIC'S BOARD OF DIRECTORS

MPIC is fortunate to have seven board members, whose full-time positions are servicing municipalities and counties in Wisconsin. They understand your needs and provide the direction and oversight to MPIC service providers.

Board of Directors:

- Jerry Deschane, *Executive Director LWM and LWMMI Director*
- Matt Becker, *CEO LWMMI*
- Steve Stanczak, *CEO CVMIC*
- Robert Smith, *City of Brookfield CVMIC*
- Pallin Allen, *Executive Director WMMIC*
- Eric Veum, *Risk Manager - City of Madison WMMIC*
- Blair Rogacki, *CEO MPIC*



COVERAGE HIGHLIGHTS

The Reason Insurance is Purchased

- Contractor's Equipment coverage included with no premium charge for all items up to \$25,000 - Coverage for equipment in excess of \$25,000 is provided if scheduled on the policy.
- Valuable records coverage with full coverage limits, once deductible is met
- \$10 million extra expense coverage; additional coverage available if requested
- \$5 million for asbestos cleanup, abatement and removal from a covered loss
- \$10 million for ordinance and law losses
- \$1 million coverage for unscheduled buildings
- \$10,000 coverage for unscheduled Property In The Open (PITO)
- Coverage for service dogs and horses up to \$50,000; subject to a \$1,000 deductible
- Builder's risk coverage for projects up to \$2.5 million in value included when endorsed; projects up to \$10 million in value are eligible
- \$2 million coverage for pollutants from a covered peril
- \$5 million of earth movement coverage per occurrence
- \$5 million of flood coverage per occurrence for property not located in a flood plain
- \$50,000 coverage for excavation, grading and filling
- \$250,000 coverage building foundations and footings
- Coverage for trees and shrubs damaged by any covered peril within 100' of a scheduled building
- Coverage for fire department service charges with no deductible
- \$50,000 coverage for documentation of loss coverage
- \$250,000 coverage for architectural and engineering design
- \$25,000 coverage for computer service interruption
- Coverage for scheduled pedestrian bridges – enhanced coverage available
- Coverage for scheduled piers and wharfs – enhanced coverage available
- Direct damage from utilities is covered for buildings, personal property, and PITO
- Expanded coverage for underground fiber optic cable within the municipality's jurisdictional boundaries available by endorsement
- Limited coverage for fungus related to a covered peril
- Emergency support equipment contained in/on emergency response vehicles subject to a \$1,000 deductible.
- Coverage for utility meters is available by endorsement

IMPORTANT HIGHLIGHTS

BLANKET PLUS COVERAGE

Coverage up to **125%**

of your Total Insured Value
for any covered loss

AUTOMATIC COVERAGE

for all newly acquired
property and contractors
equipment, during the policy
period, without needing to
endorse the policy

A SINGLE DEDUCTIBLE

applies to a covered loss
that impacts more than one
property type



Commercial Property

Subjects of Insurance

Subjects of Insurance	Limit	Deductible
Building	\$ 27,768,100	\$ 5,000
Business Personal Property	\$ 2,628,700	\$ 5,000
Property in the Open	\$ 7,949,100	\$ 5,000
Contractors Equipment Over \$25,000 Replacement cost	\$ 953,300	\$ 1,000
Contractors Equipment Under \$25,000 Replacement Cost	\$ 248,000	\$ 1,000
Equipment Breakdown	\$ 38,345,900	\$ 5,000
Business Income	\$ 1,000,000	\$ 1,000
	\$	\$
	\$	\$
	\$	\$

Optional Endorsements to quote:

- Business Income
- Fiber Optics – Expands coverage territory to the legal boundaries of the insured entity.

Entity	Limit: \$250,000	Limit \$500,000
City	\$500	\$750
Village	\$250	\$500
Towns	\$250	\$500
Water, Sewer, and Electric Utilities	\$500	\$750
Housing Authorities	\$250	\$500

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - \$38,345,900

Site	Bldg	Description	Year Built	Floors	Square Footage	Building RC	Personal Property RC
001	<i>Municipal Building</i>						
	001	Municipal building 250 WILLIAMS STREET, WILLIAMS BAY, WI 53191	1996	1.0	6,283	\$1,858,000	\$330,500
		Municipal Building (001) Total				\$1,858,000	\$330,500
002	<i>Water Treatment Plant</i>						
	001	LIME STORAGE 155 ELKHORN ROAD, WILLIAMS BAY, WI 53191	1984	1.0	0	\$287,800	\$0
	002	SLUDGE THICKENER 155 ELKHORN ROAD, WILLIAMS BAY, WI 53191	1984	1.0	452	\$310,300	\$0
	003	WTP-Clearwells 155 ELKHORN ROAD, WILLIAMS BAY, WI 53191	1987	1.0	2,567	\$891,500	\$0
	004	WTP-Filter bldg 155 ELKHORN ROAD, WILLIAMS BAY, WI 53191	1936	3.0	6,425	\$3,838,600	\$0
	005	WTP-Water treatment bldg 155 ELKHORN ROAD, WILLIAMS BAY, WI 53191	1936	2.0	4,775	\$2,685,300	\$57,200
		Water Treatment Plant (002) Total				\$8,013,500	\$57,200
003	<i>Fire Station</i>						
	001	Fire Station 5E W GENEVA STREET, WILLIAMS BAY, WI 53191	1936	2.0	8,214	\$1,484,900	\$237,200
		Fire Station (003) Total				\$1,484,900	\$237,200

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - \$38,345,900

Site	Bldg	Description	Year Built	Floors	Square Footage	Building RC	Personal Property RC
004		<i>Harris Rd. Lift Station</i>					
	001	Lift Station HARRIS ROAD, WILLIAMS BAY, WI 53191	1964	1.0	220	\$420,500	\$0
	002	Building 1 Harris Rd, Williams Bay, WI 53191	2025		620	\$300,000	\$0
		Harris Rd. Lift Station (004) Total				\$720,500	\$0
005		<i>Park Buildings</i>					
	001	Beach House 10 E GENEVA STREET, WILLIAMS BAY, WI 53191	2003	1.0	902	\$339,800	\$11,900
	002	Horvath 14 E GENEVA STREET, WILLIAMS BAY, WI 53191	1930	1.0	3,325	\$266,500	\$71,500
	003	Park Offices/Restroom 15 E Geneva Street, WILLIAMS BAY, WI 53191		1.0	810	\$132,100	\$14,700
		Park Buildings (005) Total				\$738,400	\$98,100
006		<i>Conference Point</i>					
	001	Lift Station 300 CONFERENCE POINT ROAD, WILLIAMS BAY, WI 53191	1965	1.0	220	\$506,000	\$0
		Conference Point (006) Total				\$506,000	\$0
007		<i>Fieldhouse</i>					
	001	Fieldhouse 280 ELKHORN ROAD, WILLIAMS BAY, WI 53191	1963	1.0	3,420	\$675,700	\$56,600
	002	Fieldhouse-Concessions 240 ELKHORN ROAD, WILLIAMS BAY, WI 53191		1.0	600	\$45,800	\$11,200
		Fieldhouse (007) Total				\$721,500	\$67,800

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - \$38,345,900

Site	Bldg	Description	Year Built	Floors	Square Footage	Building RC	Personal Property RC
008	Library/ Rec Center						
	001	Library 65 W GENEVA STREET, WILLIAMS BAY, WI 53191	1964	2.0	10,356	\$2,554,000	\$1,568,900
		Library/ Rec Center (008) Total				\$2,554,000	\$1,568,900
009	Parks Department						
	001	Park Shed Williams Street, WILLIAMS BAY, WI 53191		1.0	1,440	\$132,200	\$64,300
	002	Park Garage 229 WILLIAMS STREET, WILLIAMS BAY, WI 53191	2006	1.0	4,900	\$456,500	\$71,500
	003	Park sand/salt shed Williams Street, WILLIAMS BAY, WI 53191		1.0	676	\$30,200	\$0
		Parks Department (009) Total				\$618,900	\$135,800
010	Wellhouse - Olive St.						
	001	Wellhouse 69 OLIVE STREET, WILLIAMS BAY, WI 53191	1953	1.0	396	\$317,400	\$0
		Wellhouse - Olive St. (010) Total				\$317,400	\$0
011	Edgewater Park						
	001	Edgewater park 7 E Geneva St, WILLIAMS BAY, WI 53191		1.0	3,016	\$235,600	\$21,000
	002	Harbor Hut 89 E Geneva St, WILLIAMS BAY, WI 53191		1.0	84	\$23,200	\$9,200
		Property in the Open					\$2,600,500
		Edgewater Park (011) Total				\$258,800	\$2,630,700

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - \$38,345,900

Site	Bldg	Description	Year Built	Floors	Square Footage	Building RC	Personal Property RC
012	Wellhouse - Harris Rd.						
	001	Wellhouse 240 HARRIS ROAD, WILLIAMS BAY, WI 53191	1998	1.0	180	\$680,200	\$0
		Wellhouse - Harris Rd. (012) Total				\$680,200	\$0
013	Lift Station - Prairie View						
	001	Lift Station 533 WOODLAWN DRIVE, WILLIAMS BAY, WI 53191	2009	1.0	616	\$541,100	\$0
		Lift Station - Prairie View (013) Total				\$541,100	\$0
014	Lift Station - Bailey Estate						
	001	Lift Station 439 THEATRE ROAD, WILLIAMS BAY, WI 53191	2009	1.0	616	\$614,300	\$0
		Lift Station - Bailey Estate (014) Total				\$614,300	\$0
015	Public Works Garage						
	001	Public Works Garage 230 WILLIAMS STREET, WILLIAMS BAY, WI 53191	1960	1.0	4,800	\$844,500	\$93,000
	002	Water Transfer Sation 230 WILLIAMS STREET, WILLIAMS BAY, WI 53191		1.0	195	\$173,600	\$0
		Public Works Garage (015) Total				\$1,018,100	\$93,000
016	Tower - Collie St.						
	001	Tower 85 COLLIE STREET, WILLIAMS BAY, WI 53191	1930	1.0	0	\$758,300	\$0
		Tower - Collie St. (016) Total				\$758,300	\$0

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - \$38,345,900

Site	Bldg	Description	Year Built	Floors	Square Footage	Building RC	Personal Property RC
017		<i>Tower - Hill St.</i>					
	001	Water Tower 382 FAIR OAKS DRIVE, WILLIAMS BAY, WI 53191	1969	1.0	0	\$914,900	\$0
		Tower - Hill St. (017) Total				\$914,900	\$0
018		<i>Tower - Potowatomi St.</i>					
	001	Tower 25 POTOWATOMI ROAD, WILLIAMS BAY, WI 53191	1950	1.0	0	\$946,800	\$0
		Tower - Potowatomi St. (018) Total				\$946,800	\$0
019		<i>Lift Station - Circle Parkway</i>					
	001	Lift Station 284 CIRCLE PARKWAY, WILLIAMS BAY, WI 53191	1965	1.0	0	\$524,400	\$0
		Lift Station - Circle Parkway (019) Total				\$524,400	\$0
020		<i>Lift Station - Edgewater Park</i>					
	001	Lift Station 5 E GENEVA STREET, WILLIAMS BAY, WI 53191	1983	1.0	0	\$246,500	\$0
		Lift Station - Edgewater Park (020) Total				\$246,500	\$0
021		<i>Lift Station - Stam St.</i>					
	001	Lift Station 91 STAM STREET, WILLIAMS BAY, WI 53191	1990	1.0	0	\$185,400	\$0
		Lift Station - Stam St. (021) Total				\$185,400	\$0
022		<i>Lift Station - Washing Parkway</i>					
	001	Lift Station 622 WASHINGTON PARKWAY, WILLIAMS BAY, WI 53191	1965	1.0	0	\$514,100	\$0
		Lift Station - Washing Parkway (022) Total				\$514,100	\$0

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - \$38,345,900

Site	Bldg	Description	Year Built	Floors	Square Footage	Building RC	Personal Property RC
023		<i>Water Tower</i>					
	001	Water tower 401 THEATRE ROAD, WILLIAMS BAY, WI 53191	2006	1.0	0	\$2,498,600	\$0
		Water Tower (023) Total				\$2,498,600	\$0
024		<i>Property in the Open</i>					
		Property in the Open					\$3,519,500
		Property in the Open (024) Total				\$0	\$3,519,500
025		<i>Prairie View Park</i>					
		Property in the Open					\$56,100
		Prairie View Park (025) Total				\$0	\$56,100
026		<i>Bailey Estates Park</i>					
		Property in the Open					\$56,100
		Bailey Estates Park (026) Total				\$0	\$56,100
027		<i>Baywood Heights Park</i>					
		Property in the Open					\$58,200
		Baywood Heights Park (027) Total				\$0	\$58,200
028		<i>Lions Park</i>					
		Property in the Open					\$150,100
		Lions Park (028) Total				\$0	\$150,100
029		<i>Theatre Park</i>					
	001	RECREATION BUILDING 2610 THEATRE ROAD, WILLIAMS BAY, WI 53191	1986	1.0	2,700	\$471,000	\$10,000
		Property in the Open					\$14,400
		Theatre Park (029) Total				\$471,000	\$24,400

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - \$38,345,900

Site	Bldg	Description	Year Built	Floors	Square Footage	Building RC	Personal Property RC
030		<i>Kishwaukee Nature Conservancy</i>					
	001	Observation Tower 251 Elkhorn Road, WILLIAMS BAY, WI 53191		2.0	1,452	\$44,400	\$0
	002	Welcome Shelter 251 Elkhorn Road, WILLIAMS BAY, WI 53191		1.0	256	\$18,100	\$0
		Property in the Open					\$1,494,200
		Kishwaukee Nature Conservancy (030) Total				\$62,500	\$1,494,200
Building Subtotal							\$27,768,100
Contents Subtotal							\$2,628,700
Property in the Open Subtotal							\$7,949,100
Building, Contents and PITO Total							\$38,345,900

PROPERTY IN THE OPEN

MUNICIPAL PROPERTY INSURANCE COMPANY

Site	Description	Quantity	Replacement Cost
011	Edgewater Park		
	1000 lakefront fencing		\$45,000
	12 park benches		\$17,600
	2 launch piers		\$62,000
	4 animal bouncers		\$3,700
	4 flagpoles		\$14,000
	42 garbage cans		\$35,300
	child swingsets		\$5,400
	climber		\$1,600
	East Pier - 39 Slips		\$852,600
	large swingsets		\$8,000
	launch ramp		\$100,600
	Municipal Pier - 12 slips		\$331,600
	picnic tables		\$15,000
	play structure		\$23,300
	swimming piers		\$222,100
	West Pier - 39 slips		\$852,600
	wood playstructure		\$10,100
	Edgewater Park (011) Total		\$2,600,500
024	Property in the Open		
	2 double basketball backboards		\$8,000
	3 baseball backstops		\$24,300
	3 welcome signs		\$6,100
	boardwalk		\$40,300
	double tennis courts		\$134,200
	Fire Hydrants (300)		\$1,503,200
	Foot Bridge at Southwick Creek		\$50,000
	Harris Creek Foot Bridge		\$500,000

PROPERTY IN THE OPEN

MUNICIPAL PROPERTY INSURANCE COMPANY

Site	Description	Quantity	Replacement Cost
	Johnson Memorial Bridge at Southwick Creek		\$75,000
	Lakefront Boardwalk - 6' Wide		\$494,000
	Other Boardwalks - 3' Wide		\$505,200
	over 6 foot chain link		\$29,200
	Railroad Trestle Bridge		\$150,000
	Property in the Open (024) Total		\$3,519,500
025	<i>Prairie View Park</i>		
	Playground and Swings		\$56,100
	Prairie View Park (025) Total		\$56,100
026	<i>Bailey Estates Park</i>		
	Playground and Swings		\$56,100
	Bailey Estates Park (026) Total		\$56,100
027	<i>Baywood Heights Park</i>		
	Belt Swings		\$8,000
	Kiddie Swings		\$5,400
	Play Structure		\$44,800
	Baywood Heights Park (027) Total		\$58,200
028	<i>Lions Park</i>		
	Baseball Diamond Fencing (2)		\$28,900
	Dog Fence		\$26,700
	Garden Fence		\$10,600
	Playground and Swings		\$83,900
	Lions Park (028) Total		\$150,100
029	<i>Theatre Park</i>		
	Baseball Diamond Fencing (1)		\$14,400
	Theatre Park (029) Total		\$14,400
030	<i>Kishwaukee Nature Conservancy</i>		
	Trail Boardwalk		\$1,494,200
	Kishwaukee Nature Conservancy (030) Total		\$1,494,200
PROPERTY IN THE OPEN TOTAL			\$7,949,100

CONTRACTORS EQUIPMENT

MUNICIPAL PROPERTY INSURANCE COMPANY

Description (Year/Make/Model/Serial #)	Department	Replacement Cost
1990 ONAN 3 PHASE GENERATOR		\$25,000
1996 HSMFR TRAILER S/N:4ULU92029TM000358		\$6,400
1999 UNITED TRAILER S/N:48B500F24X1039036		\$12,900
2000 KOMATSU WB150 BACKHOE		\$150,000
2000 TORO WOAKMAN		\$15,100
2006 TORO LITTER LIFT		\$15,100
2007 KUBOTA L4240 UTILITY TRACTOR S/N:31495		\$28,000
2013 JOHN DEERE GATOR 4X4 DIESEL =855D		\$17,000
2013 KUBOTA 2725 MOWER		\$8,000
2013 VERMEER 1500 CHIPPER		\$85,000
2014 CASE IH SR175 SKIDLOADER		\$60,000
2016 JOHN DEERE 1570 MOWER		\$35,300
2016 KUBOTA X1100 RTV S=23311 WITH BOSS 6X6 BLADE S=268704		\$21,200
2017 WOODS TB144 12' MOWER		\$16,000
2018 JOHN DEERE 544K LOADER S/N:1DWHKJF686969		\$275,000
2021 ELGIN PELICAN STREET SWEEPER		\$255,000
2021 LANDPRIDE RCR1872 6' MOWER		\$2,600
2022 JOHN DEERE 1200A BUNKER RAKE		\$18,000
2023 BARBER 400 SURF RAKE		\$30,000
2023 JOHN DEERE 4052M TRACTOR		\$35,000
2023 KUBOTA F2690 MOWER		\$22,000
2023 WACKER NEUSON R012A ROLLER		\$18,000
2025 GRAY CO 3900 LINELAZER		\$8,600
SEWER EASMENT MACHINE		\$6,500
WACKER LIGHT TOWER		\$10,600
WACS TRAILER VAC		\$25,000
CONTRACTOR'S EQUIPMENT ≥ \$25,000		\$953,300
CONTRACTOR'S EQUIPMENT < \$25,000		\$248,000
CONTRACTOR'S EQUIPMENT TOTAL		\$1,201,300

DECLARATIONS

MUNICIPAL PROPERTY INSURANCE COMPANY

Variable Coverage Schedules

Business Income

Municipal Building	\$1,000,000
Total	\$1,000,000

Pier and Wharf

Edgewater Park - Municipal Pier - 12 slips	\$331,600
Edgewater Park - launch ramp	\$100,600
Edgewater Park - swimming piers	\$222,100
Edgewater Park - West Pier - 39 slips	\$852,600
Edgewater Park - 2 launch piers	\$62,000
Edgewater Park - East Pier - 39 Slips	\$852,600
Total	\$2,421,500

Utility Meter

Water Meters (2,213)	\$794,400
Total	\$794,400



Cyber



Cyber Quote for the Village of Williams Bay

Cyber Limit:	\$1,000,000
Deductible:	\$2,500
Effective Date:	1/1/2026
Operating Expenditures:	\$10,074,819

Premium:	\$4,838
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Third Party Liability Insuring Agreements:

Multimedia Liability	\$1,000,000
Security and Privacy Liability	\$1,000,000
Privacy Regulatory Defense & Penalties	\$1,000,000
PCI DSS Liability	\$1,000,000
TCPA Defense	\$100,000

First Party Insuring Agreements:

Breach Events Costs	\$1,000,000
BrandGuard®	\$1,000,000
System Failure	\$1,000,000
Cyber Extortion	\$1,000,000
Cyber Crime	\$250,000
Reward Expenses	\$100,000
Court Attendance Costs	\$100,000
Aggregate Limit of Liability	\$1,000,000

Thank you for your continued support of the League of Wisconsin Municipalities Mutual Insurance!

Strohman Ballweg, LLP



Premier Services

MEMBER SERVICES GUIDE



www.lwmmi.org

MEMBER SERVICES GUIDE

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League Insurance knows that public entities are experiencing an increase in crisis events. Whether allegations of excessive use of force, abuse of power, first and second amendment violations, sexual misconduct, racial discrimination, or workplace violence, to name a few, these situations are business unusual and lead to adverse outcomes.

When facing crisis events that can impact people, brand, and reputation, government leadership is looking for proven, experienced-based assistance to help them restore control. CrisisRisk will help to support and guide you and your members in the event of business unusual.

League Insured Services

CrisisRisk will provide online access to automated planning resources, documents, tools, training, and information **BEFORE** a crisis event. CrisisRisk will offer up to 20 hours of crisis coaching per crisis event to Member-Insureds in the **IMMINENT, DURING & AFTER** stages of a crisis to empower them to restore control.

It is CrisisRisk's experience that in 99% of reported crisis events, control is restored in less than 20 hours. If needed, League members have the option to retain CrisisRisk for additional hours at their cost.

Crisis In A Box™

Provides Member-Insureds with automated tools, 24/7, at every crisis stage: BEFORE, IMMINENT, DURING & AFTER.

- » 24/7 Crisis Hotline
- » Virtual Crisis Response Advisor (VCRA™) automated tool to facilitate DECISIONS, ACTIONS & WORDS in every crisis stage with control checklists, documents, and issue-specific content
- » Certified CrisisCoordinator™ e-learning platform to train and certify Crisis Coordinators within Member-Insured Organizations to RECOGNIZE, IDENTIFY & ALERT leadership of emerging crisis exposures that affect residents, employees, properties, and reputation of Pool Clients
- » Crisis ABCs™ (ANGER/BLAME/CONCERN) to measure severity reactions and extent of a crisis event
- » Webinar Series & Test Exercises

www.crisisrisk.com

www.crisiscoordinator.com

In the event of a crisis, call: **877-274-7473**.

Someone is available 24/7 for guidance and recommendations.

911 is your first call for medical emergencies.



State-of-the-Art Cyber Protection

Through our partnership with leading cyber insurance provider, Tokio Marine HCC, you have access to a team of cyber experts with the experience and know-how to respond quickly and get your business back on track. Should you suspect a cyber breach, our expert claims examiners coordinate the response, including expert legal counsel who will act as your breach coach throughout the claims process. If necessary, specialists may be engaged, including:

- » IT security and forensic experts
- » Public relations/advertising support
- » Breach notification
- » Call center and website support
- » Credit monitoring and identity theft restoration services

Cyber Liability Protects You Against:

- » System failure due to ransomware or malware attacks
- » Loss and/or exposure of customer or employee data, including Social Security numbers, phone numbers, email addresses, etc.
- » Phishing or email scams targeting your business or employees that result in financial loss

Cyber University

Access expert cybersecurity online training and resources through the League's partnership with Tokio Marine HCC. When a cyberattack happens, it's too late. With access to expert cybersecurity advisors and online training courses, our cyber support resources help you and your organization mitigate cyber risks and the impact of a cybersecurity breach.

You'll have access to:

- » Cybersecurity advisors to help with scenario planning and policy development
- » Online cybersecurity courses and trainings
- » Best practices for cyber incident response planning



Request access using the QR code:



[Training Access Request](#)



TOKIO MARINE
HCC



[File A Claim](#)

Workers' Compensation

Claim Form

Send Workers' Compensation Claim Form to United Heartland at:

fax 262-787-7701 or e-mail
ClaimsExpress@UnitedHeartland.com

To immediately report a Workers' Compensation Claim:

24-Hour Claim Line 1-800-258-2667
Denise Kawczynski, Manager, Claims
Direct: 262-787-7646
Denise.Kawczynski@unitedheartland.com

Liability & Auto Physical Damage

Claim Form

Send Liability Claim Form to Statewide Services at:

fax 800-858-1536 or e-mail
StatewideClaimsReporting@Statewidesvcs.com

To immediately report a Liability Claim:

24-Hour Claim Line 1-877-204-9712

Notice & Disallowance of Claims

Property (Municipal Property Insurance Company (MPIC))

Claim Form

Send Property Claim Form to Municipal Property Insurance Company at:

fax 612-766-3099 or email claims@mpicwi.com

To immediately report a Property Claim:

24-Hour Claim Line 1-877-278-4165

Local Gov U delivers free online training to our Insure Members at no cost. Online training improves the safety and effectiveness of your organization and personnel, while contributing to successful professional development.

Employees can conveniently access hundreds of e-learning courses 24/7, allowing them to balance their work schedules while completing practical and informative self-directed training at their own pace.

Members can choose to train by topic or can select more specific courses by profession.

Course Topics Cover:

- | | | |
|------------------------------|----------------------------|--------------------------------|
| » EEOC and employment law | » HR development | » Roadway and highway |
| » Emergency medical services | » Information technology | » Schools and educational |
| » Equipment safety | » Law enforcement | » Transit and fleet operations |
| » Financial management | » Leadership development | » Water and wastewater |
| » General safety | » Professional development | |
| » Health and wellness | » Risk management | |

For water and wastewater, Local Gov U courses can be used to fulfill the required hours of annual training requirements. Wastewater professionals will need to submit their certificate of course completion directly to the Department of Natural Resources for training approval.

Organization Administrator Features:

- | | |
|---|---|
| » Add members and organize into groups | » Manage and customize training and assignment notifications |
| » Assign group admins or user-specific roles | » Assign and manage course credits from online and in-person training |
| » Create quick assignments or bundle courses into learning plans | » Highlight featured courses or hide select courses from view |
| » Track training and compliance through ad hoc or recurring reports | |

Be prepared to name the primary administrator of this resource at your municipality.

www.LocalGovU.com
844-312-9500

Request access using the
QR code or link below.



[Training Access
Request](#)



Management & Team Training

League Insurance offers workplace training for members. Whether it's compliance, supervisor, or team building, League Insurance can help you keep your managers up to date and your team on the same page.

For more information, reach out to service@lwmmi.org

Nurse Triage & Telehealth by CorVel



League Insurance is proud to partner with CorVel as our nurse triage and telehealth partner. CorVel's proactive healthcare solution connects injured workers to medical services ensuring they feel cared for in the event of a workplace injury.

Nurse Triage

At the time of a workplace injury, employees can call and speak with a registered nurse (through CorVel's 24/7 nurse hotline) who will evaluate the injury to determine immediate medical needs. By addressing the injury when it first occurs, CorVel can provide quick and timely care for your employees.

Telehealth

CorVel's nurses are trained to provide an initial assessment and will provide immediate referral to medical care when needed. Nurses may also refer to telehealth as appropriate at the discretion of the employee. This feature connects the injured worker to a physician immediately via a computer, tablet, or phone. The CorVel nurse will email a link with instructions directly to the injured worker. The CorVel nurse will stay on the telephone with the injured worker until they are connected to the online visit.

Advantages of Telehealth

For many workplace injuries, immediate treatment can be received through a virtual visit with a doctor eliminating the need for scheduling and attending an in-person appointment. No driving to a doctor's office, missed appointments, or delays in waiting rooms. With the advent of new technologies, many welcome the convenience of a virtual visit with a doctor and the added expediency of prescriptions and physical therapy scheduling. By connecting our employees with appropriate, quality care, it can help prevent a minor injury from becoming a complicated injury and focus on your employee's wellness.

About Telehealth Physicians

CorVel has contracted with dedicated physicians who average 15 years in primary and urgent care experience, and are US Board Certified, licensed, and credentialed.

Reporting a Claim

For any work-related injury that goes through the 24/7 nurse hotline, and requires a doctor visit either with CorVel or outside of CorVel, CorVel will automatically send the first notice of injury to United Heartland for claim handling. If the employee does not use CorVel, the employer will need to submit the claim to the United Heartland directly.

Better injury management helps your employees and your bottom line.

Employee Injury Call Center 855-438-4577

911 is your first call for medical emergencies.



[Telehealth
Poster](#)



[Telehealth
Card](#)



Has something happened in your community recently where you need legal advice? Stafford Rosenbaum offers League Insurance members no-cost pre-loss and human resources legal services for:

- » Land use, zoning, permits
- » Conflicts of interest
- » Tax assessments
- » Open meetings and public records
- » Contractual issues
- » Best practices for cybersecurity
- » Data privacy issues
- » ...and many more

Stafford Rosenbaum offers employment law advice on HR legal issues at no cost to insured members:

- » Employee leaves, including FMLA
- » Reasonable accommodations
- » Recruitment and background checks
- » Onboarding and hiring
- » Performance management
- » Terminations
- » Wage & Hour
- » Discipline
- » Union issues
- » Workplace investigations
- » Documents: Development and review of employment policies, procedures, forms, job descriptions, and employee handbooks customized for the municipality



League Insurance knows that getting you support now might keep you from making an even more costly mistake down the road.

Stafford Rosenbaum Legal Services through League Insurance are meant as a supplemental support to your Municipal Attorney.

To get help, contact:

Attorneys Pahoua Thao or Kyle Engelke
LeagueInsuranceHotline@staffordlaw.com
(608) 210-6330

 **StaffordRosenbaum** LLP
Attorneys

Ready Rebound Injury Management

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Every day, public safety workers get hurt on and off the job. When that happens, Ready Rebound is primed to help. Our elite patient navigation and advocacy help workers heal faster, allowing them to return to their critical jobs and – more important – to their lives as quickly as possible.

Helping you recover in record time:

- » Ready Rebound Navigators connect you with the best doctor in your area for your specific injury within 24 to 72 hours.
- » Ready Rebound Advocates take you and your family through the recovery process every step of the way. They offer advice, support, and troubleshoot insurance benefit issues, including major medical and workers' compensation complications.
- » All stakeholders are kept in the loop with our goal of transparent communication and trusting relationships.
- » Family members are eligible for Ready Recover services, following the rules of their major medical coverage. Because it's the right thing to do.

For implementation and training, contact Chase McCarty at cmccarty@readyrebound.com or call at 816-853-2830.

Find a Navigator for a health issue by calling 800-781-2320



“

“Working with Ready Rebound has taken all the stress and burden away when dealing with an injury from start to finish! Their professionalism, expertise, and dedication to delivering exceptional care are outstanding. Throughout the entire process, Ready Rebound delivered top-notch service from scheduling all the appointments and dealing with your insurance while demonstrating genuine compassion. Knowing you are going to get taken care of within that 24- to 48-hour time frame by the best orthopedic surgeons and physical therapists gives you that peace of mind and a sense of relief.

Ready Rebound goes above and beyond to make sure they check in every step of the way from pre-op, post-op, and recovery. They are truly phenomenal, and I cannot recommend Ready Rebound highly enough to handle my injuries, my family's injuries, and the injuries of the firefighter/paramedics within our department! They are a reliable partner and when Ready Rebound states, 'We protect those who protect us' they truly mean it and stand by every word.”

*- Shannon Anthoine
Assistant Fire Chief – EMS
City of Franklin*

”

Resources for Elected Officials

Partnering with the League of Wisconsin Municipalities, League Insurance supports the development of various publications to help elected officials quickly get up to speed on their role as a governing body member. From pocket guides on Open Meetings Law, Ethics, and Robert's Rules of Order, to training courses that cover a broad range of topics, League Insurance is underwriting the development of resources you need.

For more information, reach out to service@lwmmi.org



Safety Grant Reimbursement

League Insurance traditionally offers discretionary reimbursements to members participating in the Workers' Compensation program. Eligibility is based on percentage of WC premium and the program runs on a June-to-June schedule to help organizations plan their budget year.

Examples of possible uses for funds include, but are not limited to:

- » Manhole lift
- » Power cot
- » Valve exercisers
- » Tommy Lift Gate
- » Body cams
- » Protective clothing

Submit your safety grant application and proof of purchase to service@lwmmi.org



[Application](#)



[Guidelines and Equipment](#)

Workplace Safety Resources

Effective employee safety risk management is a top priority for both League Insurance and United Heartland, a leader in comprehensive return-to-work best practices.

The following services are available to League Insurance members:

- » Comprehensive safety manual for League Insurance members including sample safety programs and informational documents
- » On-site or virtual meetings including jobsite evaluations and safety education
- » Templates for incident reporting and return-to-work best practices
- » Risk Connection newsletters containing industry-specific safety information and OSHA updates
- » Recorded webinars available on Workers' Compensation 101 and safety topics

UnitedHeartland.com
800-258-2667



AccidentFund UnitedHeartland CompWest ThirdCoast Underwriters



DART Police Training Simulator

The DART simulator, which stands for Decisional Aptitude and Reasoning Training, is a cutting-edge tool used in police training programs to enhance decision-making skills and situational awareness among law enforcement officers. This simulator recreates realistic scenarios that officers might encounter in the line of duty, ranging from routine traffic stops to high-stakes hostage situations.

League Insurance has several simulators that can be borrowed and/or showcased for communities that are dedicated to training and enhancing their ability to protect and serve while upholding public safety and trust.

To get connected with a DART simulator, contact Craig Sherven at csherven@lwmmi.org



The mental health of public safety personnel is often neglected despite their critical role. Statistics reveal high rates of depression and sleep issues among these workers, impacting productivity and public trust. Factors like exposure to trauma, societal pressures, irregular schedules, and staffing shortages contribute to this strain.

Fear of job repercussions prevents many from seeking help, leading to untreated conditions. Shockingly, public safety workers are more likely to die by suicide than in the line of duty. Acknowledging these challenges, agencies must implement comprehensive mental health programs to support staff and communities.

League Insurance prioritizes the well-being of its insured members' employees. We actively promote mental health awareness and support initiatives statewide, leveraging expertise and partnerships within the public safety sector. The Mental Health

Toolkit offers financial assistance, training, provider partners, policy templates, and stakeholder engagement tools to help communities establish effective mental health programs.

League Insurance's Public Safety Specialist, a former police chief, Craig Sherven, contributes firsthand experience to these efforts. Involved in peer support and mental health organizations, he understands the unique needs of public safety professionals.

In summary, League Insurance's proactive approach aims to address the mental health challenges faced by public safety personnel. Through education, support, and resources, they strive to foster healthier and more resilient communities.

We strongly encourage you to take full advantage of the toolkit and trust you will find it helpful in starting up your own program or augmenting a program already in operation. For more information, contact Public Safety Specialist Craig Sherven at csherven@lwmmi.org or by phone at 608-740-2470.



[Toolkit](#)

... League Insurance's proactive approach aims to address the mental health challenges faced by public safety personnel. Through education, support, and resources, they strive to foster healthier and more resilient communities.

National Testing Network Recruiting & Assessment

League Insurance has partnered with National Testing Network (NTN), the nation's leading provider of public safety recruitment and assessment services.

As a part of this partnership, we are offering a **20% special discount** to NTN membership services bringing you exclusive access to:

- » Job posting and marketing
- » Candidate scheduling
- » Exam administration (brick-and-mortar and virtual)
- » Data collection and reporting
- » Dedicated support teams
- » Online oral board interviews
- » Simulation exams
- » Customized client portals

In addition, we are offering a 15% discount on first project-based services:

- » Background investigations
- » Pre-Hire psychological evaluations

Want to discuss how this partnership can benefit your agency?
Contact Julianne Garcia with NTN at
julianneg@nationaltestingnetwork.com



Non-Rep Critical Incident Coverage Discount

When law enforcement officers are involved in critical incidents that require a use of force resulting in the significant injury or death of another individual, the need to have immediate, on-scene legal representation is paramount. While officers who are represented by a union typically have access to this type of coverage, it is common for those who do not belong to a union to not have access to representation and are typically left to fend for themselves during the very crucial early stages of what is many times a criminal investigation.



Recognizing the need that exists for our non-represented members to have quality representation, League Insurance and the Wisconsin Professional Police Association have partnered to provide them access to this type of legal representation through the availability of a 10% discounted rate, exclusive to League Insurance members, on the WPPA's Non-Rep Critical Incident Coverage.

Access to this kind of coverage for our non-represented members is a game-changer and serves to address an issue that has unfortunately been the reality for many years in the law enforcement world.

For more information on the partnership or coverage, contact Jeff Spencer at jspencer@wppa.com or 608-963-7477.

Police Accreditation Reimbursement

Insured police agencies that maintain WILEAG or CALEA accreditation are eligible for a \$650 reimbursement.

To find out more, contact Craig Sherven at csherven@lwmmi.org



Police One Academy Online Learning

Police One Academy is a product of Lexipol offering a variety of online trainings specifically for police officers. Trainings cover topics such as Use of Force, Traffic Stops & Safety, Ethics, Defensive Driving, Mental Health, Stress Management, and much more.

These courses are free to League Insurance members through our partnership with Lexipol. Police One Academy can fulfill 12 of the 24 hours of annual training requirements with department-level approval.

www.lexipol.com
844-312-9500

Request access using the QR code.



[Training Access Request](#)

POLICEONE
ACADEMY

LEXIPOL

Policy & Procedure Reimbursement

Understanding that sound policy and procedure is a cornerstone of a successful public safety department, League Insurance provides members with financial assistance for public safety policy and procedure services. Through our partnerships with Lexipol, Custom Service Information (CSI), and Deer Creek Technologies, our members are eligible to receive up to \$2500 annual reimbursement for one of the following:

- » A bundle package including Custom Service Information policy services and Deer Creek policy management and early warning system services, along with a 10% Deer Creek discount exclusive to League Insurance members.
- » Lexipol's Wisconsin Law Enforcement or Fire policy services along with a 10% discount on the current market rate subscription price.
- » Policies are continuously updated as state and federal laws, and best practices change.
- » Both offer customized implementation options to fit your agency to help you get your manual up and running faster.



From a liability standpoint we strongly encourage municipalities to regularly have their policies and procedures reviewed to decrease the amount and severity of lawsuits due to ineffective policies. Just as important, up-to-date policies help keep employees working in these difficult jobs as safely as possible and help protect everyone in your community.

To receive reimbursement for these products, please send a copy of the invoice from Lexipol or CSI and a copy of your invoice and paid receipt/check to service@lwmmi.org.

Learn more about Custom Service Information LLC: Contact Tim Kriz at 715-741-0189 or csi-llc@hotmail.com

Learn more about Deer Creek Technologies: <https://www.deercreektech.com>

Learn more about Lexipol: <https://www.lexipol.com/>





**League Insurance. Protecting
the communities we live in.**

316 W. Washington Avenue • Suite 600 • Madison, WI 53703
608-833-9595 • www.lwmmi.org

RESOLUTION NO. R-78-25

A RESOLUTION AUTHORIZING EXECUTION OF CLOSING DOCUMENTS

WHEREAS, the Village of Williams Bay, Wisconsin, a municipal corporation, did on November 17, 2025, by Resolution No. R-72-25, authorize an offer to purchase the property located at 121 North Walworth Ave./120 North Elkhorn Rd., Williams Bay, Wisconsin which is described in Exhibit A attached hereto, (the Property) from First National Bank & Trust Company, by approving a Commercial Offer to Purchase drafted on November 17, 2025 and accepted by the Seller on November 20, 2025, for the sum of \$398,000; and

WHEREAS, to finalize the purchase of said property, additional documentation will need to be prepared and will need the signature of a representative of the Village of Williams Bay.

NOW, THEREFORE, it is hereby resolved by the Village Board of the Village of Williams Bay that Village President Adam Jaramiilo or City Administrator David Lothspeich are hereby authorized to sign on behalf of the Village of Williams Bay all documents necessary to carry out the terms of the purchase of the Property by the Village of Williams Bay from First National Bank & Trust Company.

Approved by the Village Board of the Village of Williams Bay this 15th day of December, 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, Village President

Attest: _____
Tina Kolls, Village Clerk

EXHIBIT A

Legal Description

Lot 6 in Block 1 of the Original Plat of the Village of Williams Bay; EXCEPTING THEREFROM the East 33 feet thereof, which has been conveyed to the Village of Williams Bay for highway purposes. Said land being in the Village of Williams Bay, County of Walworth, State of Wisconsin.

AND

Lot 5 and the South 3 feet of Lot 4, all in Block 1 of the Original Plat of the Village of Williams Bay, subject to the rights of the public in any highway or sidewalks. Said land being in the Village of Williams Bay, County of Walworth, State of Wisconsin.